



20 E Main St Suite 180
 PO Box 1466
 Mesa, Arizona 85211-1466

mesaaz.gov

**Proposed Audit Plan
 Fiscal Year 2009/2010**

ITEM: P2
 DATE: 6-18-09
 STUDY SESSION

Audit Activity	Initial Objective(s)
Recurring Audit Activities:	
Fraud & Ethics Hotline Investigations	<ul style="list-style-type: none"> Monitor the Fraud and Ethics Hotline and perform investigations as needed.
Payment Card Industry Data Security Standards (PCI DSS) Reviews	<ul style="list-style-type: none"> Annually review all credit card acceptance sites for compliance with PCI DSS.
Scheduled or Unscheduled Assistance to Others	<ul style="list-style-type: none"> Provide customer assistance of a short duration as needed; generally 40 hrs or less.
MesaStat Presentation Observations	<ul style="list-style-type: none"> Attend MesaStat presentations in anticipation of verification of performance measurement and financial data.
Follow-up Reviews of Completed Audits (9-12 months after completion)	<ul style="list-style-type: none"> Verify that corrective action(s) agreed to in response to the audit have been implemented. Verify that corrective action(s) implemented were effective in resolving the related audit finding(s).
On-Going Audits from 2008/2009 Audit Plan:	<ul style="list-style-type: none"> Mesa Arts Center Event Settlements Financial Services – Revenue Collections Citywide Surprise Cash Counts Police Evidence Policies & Procedures Fire Department – Overtime City Attorney – Risk Management Fire – Southwest Ambulance Contract ITD – Contract Monitoring Process Financial Services – Payroll PRCF Adult Sports Registration
Engineering Department – Contract Monitoring Process	<ul style="list-style-type: none"> Determine whether the Engineering Department effectively and efficiently monitors its contracts.
Fire Department – Fee Collection and Processes	<ul style="list-style-type: none"> Determine whether the Fire Department's cash handling and fee collection policies and procedures contain adequate controls, and whether those controls are operating effectively.
Scheduled Audits for 2009/2010:	<ul style="list-style-type: none"> Financial Services – Accounting – Bond Proceeds & Secondary Property Tax Verify that proceeds from bonds with attached secondary property taxes were expended only for the intended voter-approved purposes.



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Facilities Maintenance – Custodial Services	<ul style="list-style-type: none"> • Verify compliance with contract terms. • Verify that contractors and subcontractors are complying with their warranties to comply with federal and state immigration laws and regulations, including requirements to verify the employment eligibility of their employees. • Determine whether there are opportunities for improvement in economy, efficiency and/or effectiveness of custodial services.
Procurement Services – Request For Proposal/Bid Process	<ul style="list-style-type: none"> • Evaluate the request for proposal/bid process for adequate controls, compliance with applicable regulations, and for effectiveness in providing the best value for the City. • Determine whether the process encourages Mesa businesses to bid on City contracts and other purchases.
Municipal Court – Minimum Accounting Standards (MAS)	<ul style="list-style-type: none"> • This is an "agreed upon procedure" that is directed by the Arizona Supreme Court and required to be performed every 3 years.
Information Technology Department – Disaster Recovery Plan	<ul style="list-style-type: none"> • Review the plan for completeness and overall adequacy, ensuring it reflects current operations and contains sufficient internal control considerations.
Additional Audits (as time permits):	
Planning Department – Fee Collection and Processes	<ul style="list-style-type: none"> • Determine whether controls related to the Planning Department's fee collection policies and procedures are adequate and operating effectively.
Real Estate Services – Property Sales	<ul style="list-style-type: none"> • Determine whether property sales were properly authorized, transacted and documented.
Special Audits:	
Special requests may require immediate attention and may supersede a scheduled audit.	<ul style="list-style-type: none"> • Objectives to be determined as appropriate for the individual request. <p style="text-align: right;">2009/2010 Stimulus Fund Reviews: Verify that the City is properly accounting for stimulus funds from all sources.</p>

Approved By:

Gary Ray, City Auditor _____ Date _____
 Christopher Brady, City Manager _____ Date _____
 Scott Smith, Mayor _____ Date _____