



CITY COMMISSION POLICY MANUAL

Audit Policy

Department:
Office of Inspector General

Date Adopted:
April 22, 1987

Last Revised Date:
November 10, 2021

104.01 AUTHORITY

City Commission

104.02 PURPOSE

This policy applies to all appointed officials under the City Commission's authority. It directs all audit work performed by the Office of the Inspector General and City Auditor, hereinafter the Office of the Inspector General (OIG), on behalf of the City Commission.

104.03 CITY AUDITOR RESPONSIBILITIES

I. Assistants and Employees:

The City Auditor, hereinafter the Inspector General, shall have such assistants and employees as are necessary to perform his/her duties and that are provided for by the City Commission.

II. Nature, Objective and Scope of Audit Work:

A. The audit division of the OIG is an independent assurance and advisory activity within the City organization for the review of operations as a service to the City Commission and to management. Audit work carried out by the OIG measures and evaluates the effectiveness of risk management, internal control, and governance processes.

B. The objective of audit work carried out by the OIG is to assist all members of the City Commission and City management in the accomplishment of City goals and objectives and effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations, and pertinent comments concerning the activities reviewed.

C. The scope of audit work carried out by the OIG may be concerned with any phase of City activities where service may be rendered to the City Commission or to City management. This involves conducting performance audits and engagements that address financial, compliance, information technology, or programmatic aspects of City activities and functions. The scope of work may include but is not limited to:

1. Assessing risks and appraising the soundness, adequacy, and application of accounting, administrative, and other operating controls and promoting effective control at reasonable cost.

2. Ascertaining the extent of compliance with applicable laws and regulations and with established policies, plans, and procedures.
3. Ascertaining the extent to which City assets are accounted for and safeguarded from losses of all kinds.
4. Ascertaining the sufficiency, validity and reliability of accounting and statistical data and performance measures developed and reported within the organization.
5. Appraising the economy, efficiency, and effectiveness of City organizations, programs, functions and activities.
6. Assessing whether programs are achieving intended results or whether alternative policies or program objectives may yield improved performance or service delivery.
7. Recommending actions to the City Commission and City management to improve operations.

III. Responsibility to Follow Professional Auditing Standards:

The Inspector General will ensure that professional auditing standards are followed in the conduct of audits and other Department responsibilities. Specific standards to be followed include: (1) Government Auditing Standards issued by the U.S. Government Accountability Office and (2) The mandatory elements of International Professional Practices Framework of the Institute of Internal Auditors (IIA). The Framework's mandatory elements consist of the IIA's Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the International Standards for the Professional Practice of Internal Auditing, and the Definition of Internal Auditing.

IV. Responsibility to Exercise Due Professional Care:

- A. In carrying out his/her responsibilities, the Inspector General is to use professional judgment, reasonable care, and diligence in planning and performing audits and in reporting results. This requires that the Inspector General perform his/her duties in a professional manner, making all reasonable efforts to ensure that audit results are supported by factual information and impartial judgment.
- B. This provision recognizes that the quality of audit results depends upon the degree to which auditors employ high professional standards in performing their work and places responsibility on the Inspector General for making reasonable efforts to ensure this is done. It does not imply that the OIG nor individual auditors accept unlimited responsibility for disclosing impropriety, inefficiency, ineffectiveness, or non-compliance. Nor does it imply infallibility on the part of the OIG. Absolute assurance is not attainable because of the nature of evidence and limited resources.
- C. To provide reasonable assurance that due professional care will be employed in conducting audits, the Inspector General will establish policies and procedures to ensure compliance with professional auditing standards and applicable laws and regulations and will ensure those policies and procedures are followed by audit staff.

- D. To provide assurance that the Inspector General has fulfilled his/her responsibilities, the Inspector General with the approval of the Audit Committee shall, from time to time, employ an independent, qualified consultant to examine and evaluate the operations of the audit division of the OIG. The results of such evaluations shall be reported to the Audit Committee and City Commission.
- E. Neither the Inspector General nor any member of the OIG staff shall conduct, supervise, or otherwise participate in an audit of an activity for which they were operationally responsible or within which they were permanent employees during the preceding two years.

V. Responsibilities for Planning:

During the first quarter of each audit year the Inspector General shall submit an annual audit plan as approved by the Audit Committee to the City Commission for approval. The plan shall include identification of the scope of each audit to be conducted in terms of the organizations, programs, functions and activities to be audited. Quarterly status reports of the annual audit plan, including amendments, shall be presented to the Audit Committee and transmitted to the City Commission.

104.04 SPECIAL ENGAGEMENTS AND AUDITS:

- I. Commissioners, the Audit Committee and Appointed Officials may request the Inspector General perform special engagements or audits that are not included in the annual audit plan. Upon approval of the Inspector General, a special engagement or audit becomes an amendment to the annual audit plan. In addition, the Inspector General may initiate special engagements and audits or investigations deemed necessary. The Mayor and the Chairperson of the Audit Committee will be consulted prior to initiating the work, whenever possible.
- II. The Inspector General shall submit the report of a special engagement or audit to the Appointed Official, when applicable, in a form agreed upon by the Inspector General and the Appointed Official and shall notify the City Commission of its completion. Further dissemination of special engagement or audit results will be in accordance with governing laws.

104.05 AUDIT COORDINATION:

In the selection of audit areas, the determination of audit scope, and the timing of audit work, the Inspector General may consult and cooperate with federal and state auditors and the City's independent auditors so that desirable audit coverage is provided and audit efforts may be properly coordinated.

104.06 REPORT OF IRREGULARITIES:

If the Inspector General discovers significant indications of fraud or illegal acts, violations of law or apparent misfeasance, malfeasance, or nonfeasance by a City officer or employee, or information that indicates occurrences of this nature may be reasonably anticipated, he/she shall immediately report the matters to the Mayor, the appropriate Appointed

Official, the City Attorney, the Chair of the City Audit Committee, and, in addition, law enforcement as appropriate.

104.07 AUDIT REPORTS TO THE CITY COMMISSION:

- I. The Inspector General shall report the results of each audit conducted by the OIG.
- II. The Inspector General shall submit each report to the City Commission and shall retain a copy as a permanent record.
- III. If appropriate, the audit report shall contain the professional opinion of the Inspector General or the contract auditor, or, if an opinion cannot be expressed, then a declaration that an opinion cannot be expressed with an explanation.
- IV. Audit reports and related working papers shall be available for public inspection in accordance with applicable law and policy.

104.08 REPORT PROCESSING PROCEDURES:

- I. Upon completion of the final draft of an audit report, and prior to submission of the report to the City Commission, the Inspector General shall transmit a copy of the report to management of the audited entity and to other appropriate officials for review for a period to be established by the Inspector General.
- II. The applicable Appointed Official's response and related management action plans will be included in the audit report issued to the City Commission by the Inspector General. The action plans should include planned actions to address each condition statement/recommendation, an implementation date and responsible employee or position.
- III. Alternative procedures may be used upon mutual agreement of all affected Appointed Officials. The Inspector General shall identify those transmittals that do not require a response from management.

104.09 RESPONSIBILITIES FOR FOLLOW-UP AUDITS:

- I. The Inspector General shall follow up on the implementation of management's action plans to determine what actions have been taken by the appropriate officials regarding the condition statements and recommendations included in the report.
- II. The Inspector General shall report the results of those follow-ups to the City Commission. III. Further follow-up reviews will be conducted upon the request or approval of the City Commission or the Audit Committee.

104.10 RECORDS:

The Inspector General shall retain in accordance with applicable record retention laws a complete file of each audit and of other examinations, investigations, surveys, and reviews made under his/her authority. The file should include audit workpapers and other material supporting the report.

104.11 ACCESS TO RECORDS, PROPERTY, AND PERSONNEL:

- I. All officers and employees of the City shall furnish to the Inspector General information and records within their custody regarding powers, duties, activities,

organization, property, financial transactions, and methods of business that the Inspector General requires to conduct an audit and to perform his/her duties. In addition, they shall provide access for the Inspector General to inspect all City property, equipment, and facilities within their custody, to observe any operations for which they are responsible, and to interview all personnel having responsibilities relating to the audit.

- II. The Inspector General may audit all contracts with outside grantees, contractors, and subcontractors and shall have access to all financial and performance related records, property, and equipment purchased in whole or in part with City funds.

104.12 CONTRACT AUDITORS, CONSULTANTS AND EXPERTS:

Upon approval of the City Commission, the Inspector General may obtain the services of certified or registered public accountants, qualified management consultants, or other professional experts necessary to perform the Inspector General's duties. Audit work that is performed by contract must be conducted by persons who have no financial interests in the affairs of the City or its officers.

104.13 ADMINISTRATION

The OIG shall be responsible for the administration of this policy. Any substantial changes, additions, or deletions to this policy shall be approved by the City Commission.

104.14 SUNSET REVIEW:

This policy shall be effective upon approval for a period of five (5) years and shall automatically be extended for an additional five (5) years unless terminated by the City Commission.

104.15 EFFECTIVE DATE:

Established: April 22, 1987

** To increase and facilitate public recognition, the dual roles of the City Auditor as City Auditor and Inspector General are combined as one office, the OIG. See Sections 2-75 and 2-76, Tallahassee Code of Laws, providing the City Auditor creates and heads the Office of Inspector General.*

Revised: February 26, 1992

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