

AUDIT PLAN FY 2014-15

Priority

1. CONTRACT MANAGEMENT

Scope: Evaluate current contract management practices, including managing deliverables, contractor oversight, compliance with contract provisions, administrative responsibilities.

Resources: 1,300 hours

Estimated completion: March 31, 2015

2. BOARD OF DIRECTORS TRAVEL EXPENSE REVIEW

Scope: Review travel expense claims for Board of Directors on a quarterly basis for compliance with travel rules and policies.

Resources: 200 hours

Estimated completion: Quarterly

3. DESIGN-BUILD OVERSIGHT

Scope: Review processes in place within Program Management to assure risk model of design-build is maintained with Authority role of design acceptance and oversight.

Resources: 1,000 hours

Estimated completion: June 30, 2015

4. YEAR-END CLOSE REVIEW

Scope: Evaluate year-end close process and determine if process is adequate to ensure there are no material misstatements in the 2014 financial statements. Review accrual procedures for compliance with GASB and state year-end close requirements.

Resources: 200 hours

Estimated completion: November 30, 2014

5. PREAWARD REVIEWS (A&E)

Scope: Consistent with auditing processes at other State agencies, determine reasonableness of proposed cost elements (labor, overhead, other direct costs) for Regional Consultants (five contracts), Project Construction Management for CP 2-3, and Right-of-Way acquisition (five to ten contracts). Attestation procedures will include obtaining most current information and analysis of actual costs compared to proposed amounts.

Resources: 2,600 hours (2,250 hours with current staffing)

Estimated completion: Ongoing as proposals are received.

6. INCURRED COST CONTRACT AUDITS (A&E)

Scope: Determine reasonableness and allowability of costs reimbursed under contract. Assess effectiveness and efficiency of contracted resources. Procedures will include interviews of Authority and consultant staff, obtaining technical expertise as necessary, analysis of value received for work performed, and reasonableness and allowability of reimbursed costs. Contracts will be selected based on risk factors of dollar value, number of contracts, and management requests.

Resources: 2,000 hours (1,000 hours with current staffing)

Estimated completion: June 30, 2015

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7. DRAFT AGREEMENT REVIEW

Scope: Review draft contracts for applicable fiscal provisions. Review scope of work in contract to determine if scope is auditable, specifically if clearly defined with deliverables and due dates. Cost proposal is reviewed to assure it doesn't contradict the scope or method of payment.

Resources: 400 hours

Estimated completion: Ongoing as contracts are executed.

8. PROMPT PAYMENT FOLLOW UP

Scope: To determine if issues previously reported have been corrected.

Resources: 200 hours

Estimated completion: March 31, 2015

9. SMALL BUSINESS FOLLOW UP

Scope: To determine if issues previously reported have been corrected.

Resources: 250 hours

Estimated completion: June 30, 2015

Priorities 1 through 9 will be completed with current staff resources.

10. PROCUREMENT

Scope: Evaluate efficiency and effectiveness of procurement process.

Resources: 1,000 hours

Estimated completion: As needed/requested

11. AUDIT LIAISON

Scope: Audit liaison for external auditors (Bureau of State Audits, Department of Finance, Government Accountability Office, etc.).

Resources: 300 hours

Estimated completion: As needed/requested

12. SPECIAL REQUESTS

Scope: Hours reserved for audits requested by the Board or management throughout the fiscal year.

Resources: 750 hours

Estimated completion: As needed/requested

Note: This plan includes five staff for the first 2 months of the fiscal year and seven staff for the remainder of the fiscal year due to the length of time anticipated to bring new hires on board.