

AUDIT PLAN FY 2015-16

1. 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.

Estimated Resources: 1,000 hours

Estimated completion: Winter 2015

2. DESIGN-BUILD STIPEND

Scope: Evaluate compliance with policy and procedure of stipends for design-build proposers and Advanced Technical Concepts.

Estimated Resources: 350 hours

Estimated completion: Fall 2015

3. CONTRACT MANAGEMENT CONTINUATION AND FOLLOW UP

Scope: Evaluate current contract management practices, including managing deliverables, contractor oversight, compliance with contract provisions, and administrative responsibilities for contracts not included in prior audit. Follow up on prior audit to determine if issues identified have been addressed.

Estimated Resources: 500 hours

Estimated completion: Spring 2016

4. RIGHT OF WAY

Scope: Continuous auditing of the Right of Way acquisition reporting process.

Estimated Resources: 480 hours

Estimated completion: Summer 2016

5. 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 2015 financial statements. Review accrual procedures for compliance with GASB and state year-end close requirements.

Estimated Resources: 300 hours

Estimated completion: Winter 2015

6. FISMA

Scope: Test internal controls of risk areas. Document mitigations identified for risk areas.

Estimated Resources: 500 hours

Estimated completion: Winter 2015

7. INCURRED COST CONTRACT AUDITS

Scope: Determine reasonableness and allowability of costs reimbursed under contract. 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.

Estimated Resources: 800 hours (does not include loaned staff and retired annuitant time)

Estimated completion: Summer 2016

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8. PREAWARD REVIEWS OF CONTRACTS AWARDED BY REQUEST FOR QUALIFICATIONS

Scope: Determine reasonableness of proposed cost elements (labor, overhead, other direct costs) for Regional Consultants for San Jose to Merced and Altamont Corridor, and Project Construction Management for CP 4. Attestation procedures will include obtaining most current information and analysis of actual costs compared to proposed amounts.

Estimated Resources: 1,800 hours

Estimated completion: Ongoing as proposals are received.

9. PROCUREMENT FOLLOW UP

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

Estimated Resources: 200 hours

Estimated completion: Summer 2016

10. BOARD OF DIRECTORS TRAVEL EXPENSE REVIEW

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

Estimated Resources: 80 hours

Estimated completion: Summer 2016

11. CALTRANS SR99 CONSTRUCTION CONTRACT

Scope: Evaluate contractor efficiency and effectiveness in the areas of cost and schedule.

Estimated Resources: 800 hours

Estimated completion: Summer 2016.

12. 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.

Estimated Resources: 200 hours

Estimated completion: Ongoing as contracts are executed.

13. AUDIT LIAISON

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

Estimated Resources: 300 hours

Estimated completion: Spring 2016

14. PROJECT CONSTRUCTION MANAGEMENT

Scope: Determine if policies and procedures are adequate to assure construction materials meet standards and requirements.

Estimated Resources: 400 hours

Estimated completion: to be determined.

15. RECORDS MANAGEMENT

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Scope: Evaluate efficiency and effectiveness of records management, including roles and responsibilities, document storage, compliance with record retention policies.

Estimated Resources: 1,000 hours

Estimated completion: To be determined.

16. HUMAN RESOURCES

Scope: Evaluate efficiency and effectiveness of human resources hiring processes.

Estimated Resources: 700 hours

Estimated completion: To be determined.

17. SPECIAL REQUESTS

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

Estimated Resources: 850 hours

Estimated completion: As needed/requested

Note: Priorities 1 through 13 can be completed with existing staffing. Remaining audits will be completed as vacancies are filled.