



# Board of Education of Harford County Office of Internal Audit

## Fiscal Year 2017 Audit Plan

Project	Comments
<b>Ongoing Tasks</b>	
<b>Administration</b>	
<ul style="list-style-type: none"> <li>• General</li> <li>• Paid Time Off</li> </ul>	<ul style="list-style-type: none"> <li>• Board Meetings</li> <li>• Other Meetings</li> </ul>
<b>Internal Audit Activity Management</b>	
<ul style="list-style-type: none"> <li>• Audit Committee</li> <li>• Training</li> <li>• Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Office Policies and Procedures</li> <li>• Quality Assurance and Improvement</li> <li>• Annual Planning</li> </ul>
<b>Annual Reviews (The items listed here will be performed each year)</b>	
Board Member and Management Requests	Budgeted time to respond to research requests from board members or management. This budget item represents approximately 5% of the office's hours available for audits.
HCPS Budget Analysis	Perform an analysis of the FY2018 Superintendent's HCPS budget.
Exit Reviews – department head, principal or custodian of student activity fund	In accordance with the Office of Internal Audit's Charter, upon the death, resignation or removal of any department head, principal or custodian of student activity fund, the Internal Auditor shall cause an audit and investigation to be made of any accounts maintained by that individual. The budget represents 15% of the office's annual hours available for audits.
Purchase Card Controls	Continuous audit procedures related to HCPS's purchase card program.
Student Activity Fund Audits	Budget for 5-8 student activity fund audits. Schools audited will be determined throughout the year, but will not be disclosed until immediately preceding the project.
Follow-up to Prior Audit Findings	Review of the remediation status of prior audit findings and preparation of a summary report for the Board of Education.
<b>Planned Audits</b>	
2017 Financial Statement Audits for FY2016	General coordination related to ensuring that required Financial Statement Audits are completed. Includes OMB A-133 Single Audit and Other Required Reports.
2017 Cash Receipts Controls	Confirm that payments received by HCPS departments and schools are properly applied and deposited in a timely manner.
2017 Recruitment and Hiring Practices	Determine if controls are adequate to ensure that recruitments were performed in accordance with the Board Policies and Procedures. Additionally, ensure job descriptions and classifications are consistent throughout the system.
2017 Procurement Practices	Determine if all applicable guidelines were followed for HCPS purchases.
2017 Payroll Controls	Confirm that controls are sufficient and effective to ensure that payroll calculations, time entry, leave balances, benefit deductions and leave payouts are correct.

**Tentative Projects for FY2018**

Audit Name	Comments
2018 Financial Statement Audits for FY2017	General coordination related to ensuring that required Financial Statement Audits are completed. Includes OMB A-133 Single Audit and Other Required Reports.
2018 Accounts Payable Controls	Determine if controls related to Accounts Payable are adequate to ensure that only valid vendors and debts are paid by HCPS.
2018 Contracts Management (Commodities and General Services)	Determine if contracts are being appropriately monitored to ensure compliance with HCPS policies and contract terms.
2018 Contract Management (Legal and Professional Services)	Determine if contracts are being appropriately monitored to ensure compliance with HCPS policies and contract terms.
2018 Billing and Collection – Student Tuition and Fees	Confirm that controls in place are adequate to ensure that students are billed the correct amount and revenue is collected.
2018 Capital Projects and Construction Management	Determine if capital projects are being appropriately prioritized and monitored to ensure compliance with HCPS policies and contract terms.
2018 Fixed Assets and Inventory Controls	Determine if HCPS has adequate controls in place to ensure that Fixed Assets and Inventory are properly protected and accounted for.
2018 Employee Benefits Administration	This audit will review the procedures in place to ensure that Harford County Public School employees receive the correct benefits, appropriate premiums are collected and management monitors its outgoing payments for benefits provided.

**Audits Not Scheduled**

Audit Name	Comments
Network Security Monitoring Controls	Determine if HCPS network monitoring is adequate and determine if changes to network configurations are appropriately approved, implemented and reviewed. We will rely on the work of external auditors and periodically follow-up on any recommendations made.
Application Security Development and Support Controls	Detailed evaluation of internal controls related to user security; input, output, processing and user controls for each business system. During each audit, we will perform a review of the applications used for the business process being audited.
Fleet Maintenance Management, Maintenance and Utilization	The objective of this audit is to determine if Fleet Maintenance is properly monitored and to evaluate the efficiency and effectiveness of the vehicle/bus replacement and utilization.
Facilities Maintenance and Work Order Procedures and Efficiencies	The objective of this audit is to determine whether facilities maintenance groups can gain efficiencies by sharing resources, including knowledge, systems, equipment and people. Additionally, we will review the controls over the supplies and equipment inventory, purchases and usage.
Professional Development Controls	Evaluate the controls over professional development for teachers and administrators to ensure fairness and consistency.
Billing and Collection – Property Management Controls	Confirm that controls in place are adequate to ensure that billings for the use of HCPS facilities are for the correct amount and revenue is fully collected.
OPEB and Pension Administration Controls	Confirm that controls related to HCPS’s OPEB and pensions are adequate to ensure proper payments and compliance with relevant regulations and trust agreements.
Ethics Disclosures and related processes	Confirm that ethics filings are appropriately completed and reviewed to determine if procedures are adequate to identify conflicts in current or proposed HCPS relationships.
Insurance Coverages and Self-Insurance Program Controls	Ensure insurance coverage and self-insurance programs are adequately monitored.
Safety Compliance and Risk Management Practices	Confirm that safety training is provided to all employees and that the HCPS safety standards meet State and Federal requirements. The review will also confirm that physical security is adequately controlled and monitored at HCPS facilities.
Peer Review of the Office of Internal Audit	IIA Professional Standards and GAO Yellow Book standards require an evaluation of the Office’s compliance with those standards. Standards required an external peer review to be completed every three years.
Grants Monitoring Controls	Confirm that HCPS has appropriate controls in place to ensure that grants are used as intended and allowed.
Equipment Maintenance and Utilization Controls	Determine the effectiveness of the Harford County Public School’s inventory of large equipment and tools.

Billing and Collection of Medical Assistance Payments	Confirm that controls in place are adequate to ensure that billings for the Medical Assistance Payments are for the correct amount and revenue is fully collected.
Public Information Open Meetings and Records Retention Compliance	The objective of this audit is to determine whether Harford County Public Schools has developed appropriate records retention policies and has ensured compliance with Public Information Act, Open Meetings Act and Freedom of Information Act requirements.
Employee Investigation Controls	The objective of this review is to ensure that proper controls are in place to ensure fairness and consistency of investigations.
Investment Controls	Ensure that controls are adequate to ensure proper selection, purchase, sale and accounting of the HCPS's investments.
Utility Resource Management	Ensure utilities resources (Oil, Gas and Electric) are adequately managed.
Petty Cash Fund Audits	Ensure controls are adequate over petty cash funds that are issued from General Fund or Student Activity Funds.