

Monterey County  
FY2019/20 Internal Audit Plan  
Carry-over and Proposed Audits

Attachment D

		Current Staffing		
Audit	Department	Budget		
Carry-over from FY 2018/19		IA Chief	IA II	Total
Treasurer's Statement of Assets (Q1 2019)	Treasurer-Tax Collector	20	60	80
Financial Audit	Water Resource Agency	150	150	300
Collection & Billings	Elections	100	140	240
NGEN Cost Allocation and Invoicing	Emergency Communications	100	140	240
Natividad Purchasing MOU	Natividad Medical Center	100	140	240
Fiscal Year 2019/20 Proposals				
Procurement/Contract Process Audit (include Insurance provisions)	County-wide contracts	160	160	320
Sheriff's Office New Jail Staffing & Facility Use	Sherriff's Office	150	150	300
Water Resources planning, resourcing, and conservation review	Water Resource Agency	160	100	260
Information Technology - Department Level Staffing and Support	By Department TBD	120	100	220
Information Technology - Strategic, Tactical and Succession Planning	Information Technology	100	100	200
Infrastructure Needs Assessment and Management	Resource Management Agency	160	160	320
RMA Operational Structure	Resource Management Agency	120	120	240
Collaboration, Communication, Monitoring, Reporting	County-wide			
Human Resources - Hiring, Training, Succession Practices	County-wide			
State and Federal Programs	By Department TBD			
Financial Process	By Department TBD			
Economic Sustainability Audit	CAO?			
Emergency Infrastructure and Preparedness	CAO?			
Special Projects	As requested			
County TOT - QTY TBD	Hotel Operators			
Total		1,440	1,520	2,960

Proposed Staffing					
Proforma w/ Staff of 5					
IA Chief	IA Analyst	IA III	IA II	IA II	Total
	20		60	60	140
40	100	80	80		300
20		80	70	70	240
20	40	80	100		240
40	80	40	40	40	240
60	100	60	60	40	320
60		80	80	80	300
40	100	40	40	40	260
20		100	50	50	220
20	40	60		80	200
80	80		80	80	320
20	100	40	40	40	240
60	20	100	100	100	380
40	100	40	40	40	260
60	80		100	100	340
40		80	100	100	320
60	20	100	80	80	340
40	100		40	40	220
100	100	100	100	100	500
	120	140	100	140	500
<b>820</b>	<b>1,200</b>	<b>1,220</b>	<b>1,360</b>	<b>1,280</b>	<b>5,880</b>

**Non-audit Work Hours**

Administrative	250	30	280
Training CPE	60	40	100
Staff Training	60	200	260
Board/Committee Meetings	40	-	40
Department Meetings	60	20	80
Vacation/ECO	120	120	240
Holidays	90	90	180
<b>Budgeted Non-audit Work Hours</b>	<b>680</b>	<b>500</b>	<b>1,180</b>

**Total Budgeted Hours**

	<b>2,120</b>	<b>2,020</b>	<b>4,140</b>
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**Available Hours**

	<b>2,080</b>	<b>2,080</b>	<b>4,160</b>
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**Excess / (Unassigned) Work Hours**

	<b>40</b>	<b>(60)</b>	<b>(20)</b>
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500	100	100	40	40	780
60	40	60	40	40	240
40	40	40	200	200	520
60	40	20	-	-	120
80	20	60	20	20	200
120	120	120	120	120	600
90	90	90	90	90	450
<b>950</b>	<b>450</b>	<b>490</b>	<b>510</b>	<b>510</b>	<b>2,910</b>
<b>1,770</b>	<b>1,650</b>	<b>1,710</b>	<b>1,870</b>	<b>1,790</b>	<b>8,790</b>
<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>10,400</b>
<b>(310)</b>	<b>(430)</b>	<b>(370)</b>	<b>(210)</b>	<b>(290)</b>	<b>(1,610)</b>