CITY OF OLATHE
Proposed 2023-2024 Audit Plan

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KANSAS

2023-2024 PROPOSED CITY AUDITOR WORKPLAN
Overview and Development Approach

THE PROPOSED 2023-2024 AUDIT PLAN WAS DEVELOPED THROUGH:

• Reviewing previous years' surveyed City management and City Council audit priorities

• Evaluating risks posed by:

- Specific control gaps identified by audits & data analysis
- Information on the City's overall control environment
- Current system and process changes occurring

• Developing an audit plan with available time resources to include projects in areas with relevant risk exposure, as agreed upon by the Councilor liaison group and Auditor

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2023-2024 PROPOSED AUDIT WORKPLAN

MARCH '23 - MARCH '24 PROPOSED CITY AUDITOR WORK PLAN				
PROPOSED PROJECT	**EST HRS**	**RISK TYPE/AREA**		
AUDIT PROJECTS				
Bank Account Reconciliation & Controls	385	FINANCIAL AND PROCESS/CONTROL RISK	**AVAILABLE DEPARTMENT HOURS**	
Segregation of Duties	380	TECHNOLOGY, FINANCIAL AND PROCESS RISK	**HOURS CITY AUDITOR**	2080
Consultation on Workday System Controls	250	TECHNOLOGY, FINANCIAL AND PROCESS RISK	**LESS NON PROJECT HRS**	
Overtime	400	FINANCIAL AND PROCESS/CONTROL RISK	**VACATION & HOLIDAYS**	-225
			EDUCATION FOR CPA LICENSE	-40
TOTAL AUDIT PROJECT TIME	1415			
ADDITIONAL/ONGOING WORK				
Continous Audit Monitoring	120	FINANCIAL AND PROCESS/CONTROL RISK	**TOTAL NON-PROJECT HRS**	-265
Ethics Hotline Monitoring/Review	40	HR AND FINANCIAL RISK	**NET AVAILABLE HOURS**	1815
Audit Committee Meeting - prep and meeting time	40	N/A	PLEASE NOTE: The revised timing of the 12-month annual audit calendar (to now run from April-March) is the result of the Council audit liaison group requesting expansion of the continuous monitoring & data analysis project hours during late '22/early '23.	
Audit research/peer knowledge exchange	50	N/A		
Management consulting and action plan follow up	100	N/A		
Data analytics Workday revisions/development	50	N/A		
TOTAL WORK HOURS	1815			

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2023-2024 AUDIT PLAN ALIGNMENT WITH CITY AUDITOR BUDGET OBJECTIVES

- Report to the City Council a minimum of 4 audits which address areas of risk for the City.

- Identify opportunities for the City to avoid certain costs or to increase revenue.

4 projects focusing on control risk exposure, efficient and effective systems, and overtime expense levels are in the 2023-24 Audit Plan

- Develop a continuous audit program to automate the testing of internal controls associated with key business processes.

Hours included in ongoing work; this year's plan includes time to revise monitoring for a newly-implemented system's data structure
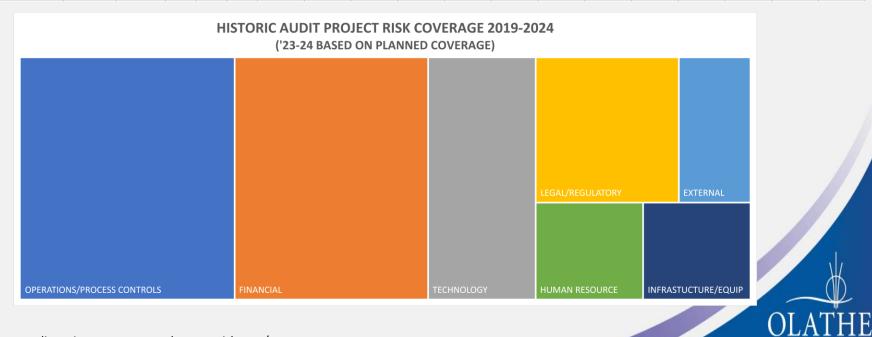
- Provide assistance and consultation to the City's process improvement initiatives.

Plan has a project for review and consultation on the newly implemented Workday system

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RISK TYPES/ AREAS	TOTAL AUDITS COVERING RISK	# OF AUDITS					APPLICABLE AUDIT PROJECT DESCRIPTIONS
		Planned '2023-2024	2022	2021	2020	2019	
OPERATIONS/PROCESS CONTROLS	10	Y	Y	Y	N	Y	Police Inventory, Cash Handling, Pcard, Accounts Payable Controls, Capital Project Bidding, Segregation of Duties (2023-24), Consultation on Workday System Controls (2023-24); Overtime (2023-'24); Bank Account (2023-24); Continuous Data Monitoring
FINANCIAL	9	Y	Y	Y	Y	Y	Sales/Use Tax, Continuous Data Monitoring, Cash Handling, Pcard, Accounts Payable Controls, COVID Funds, Bank Account (2023-24), Segregation of Duties (2023-24), Overtime (2023-24)
TECHNOLOGY	5	Y	N	N	Y	N	Cybersecurity Detection/Response, IT Asset Inventory, Workday System Control Consultation (2023-24), Segregation of Duties (2023-24), Consultation on Workday System Controls (2023-24)
LEGAL/REGULATORY	4		Y	Y	Y	N	COVID Funds, Sales Use Tax, Electric/Gas Franchise, Ethics Hotline
EXTERNAL	2		N	Y	Y	N	Sales/Use Tax, Ethics Hotline Monitoring
HUMAN RESOURCE	2	N	N	N	N	N	Overtime (2023-24), Ethics Hotline
INFRASTUCTURE/EQUIP	2	N	N	N	Y	N	Fleet Management, IT Asset Inventory

HISTORIC AUDIT PROJECT RISK COVERAGE 2019-2024
('23-24 BASED ON PLANNED COVERAGE)

OPERATIONS/PROCESS CONTROLS | FINANCIAL | TECHNOLOGY | LEGAL/REGULATORY | EXTERNAL | HUMAN RESOURCE | INFRASTUCTURE/EQUIP

NOTE: Some audit projects cover more than one risk type/area.

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