

Internal Audit Report #2023-000  
RISK ASSESSMENT AND ANNUAL WORK PLAN  
FISCAL YEAR 2023  
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DIRECTOR OF INTERNAL AUDIT | JEFFERSON PARISH

## BACKGROUND

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### MISSION

The mission of the Department is to promote honest, efficient, effective, economical, and fully accountable and transparent Parish government. To fulfill this mission, the Department shall perform audit and non-audit engagements of any Parish department, program, service, or activity approved by the Parish Council. The purpose of these engagements is to provide the Council, Administration, the residents of Jefferson Parish, and other stakeholders with independent and objective analysis as to whether management is using its financial, physical, and informational resources effectively, efficiently, economically, ethically, and equitably, and in compliance with laws, regulations, contract and grant requirements, and Parish policies and procedures.<sup>a</sup>

### INTRODUCTION

The Director shall be responsible for developing and implementing a comprehensive program of coverage in the analysis, interpretation, and evaluation of financial and operating information by presenting, at the beginning of each fiscal year, an Annual Work Plan for adoption by Council resolution. The plan shall identify the preliminary objectives of each engagement to be performed, reflecting the purpose of the engagement and a preliminary description of the areas that may be addressed. The Director will consult with the Parish President prior to submitting the Annual Work Plan to the Council for approval. The Parish President may identify areas where the Parish will benefit from the performance of audit or non-audit engagements. The Annual Work Plan may be supplemented to include additional engagements during the fiscal year by an affirmative vote of one (1) more than that which would constitute a majority vote of the Council. The Annual Work Plan shall not be amended or supplemented to remove any engagement to be performed.<sup>b</sup>

This document outlines the required Fiscal Year (FY) 2023 Work Plan, which provides the vision of Internal Audit efforts for FY2023, allocating efforts to the most critical areas within the Jefferson Parish (JP) government structure.

Engagements were identified for the Annual Work Plan by analyzing current and historical financial data and considering input from JP executive staff, directors, and other stakeholders. Using that information and input, Internal Audit exercised judgment to identify engagements for FY2023.

### FUNCTIONS

The functions of the Department of Internal Audit include but are not limited to:

- 1) Plan and direct the internal audit activities of the parish.
- 2) Develop and implement a comprehensive program of audit coverage.
- 3) Perform financial and operational audits in accordance with the annual plan.
- 4) Prepare quarterly reports describing the status and progress towards completing the plan.
- 5) Prepare and issue an annual report on the status of recommendations made in completed audits.
- 6) Be responsible for preparing an annual Department operating budget and approving expenses.

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<sup>a</sup> JP Code of Ordinances, Section 2-162(b).

<sup>b</sup> JP Code of Ordinances, Section 2-162.3(b).

## PERFORMANCE INDICATORS

The Department of Internal Audit is comprised of one full-time position. The Annual Work Plan focuses on the most important priorities and risks of JP at this point in time. Performance indicators set for FY2023 are as follows:

Performance Indicator	2023 Planned
Required Annual Reports	2
Total Number of New Engagements	4
Total Number of Follow Up Engagements	2
Total Number Carried Over from Prior Year	1
Percent of Recommendations Accepted	90%
Number of Professional Training Hours per Year	40

## RISK ASSESSMENT

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### METHOD AND CRITERIA

The Department of Internal Audit developed the Annual Work Plan by first conducting a comprehensive risk assessment of Jefferson Parish (JP) activities. Engagements were then selected based on relative risk and available hours.

A risk assessment identifies and analyzes risks to achieve an organization's objectives to determine how those risks should be managed. Risk assessment implies an initial determination of operating objectives, then systematic identification of those activities or events that could prevent a business unit or Department from reaching its objectives. In other words, it is an analysis of what could go wrong.

This process provides a means to organize and integrate professional judgments for engagement selection and work schedule development. Activities with higher risk were assigned higher audit priorities. Internal Audit used the risk assessment results for determining upcoming engagements.

The Department assessed risk within JP by collecting information via parish-wide questionnaires and interviewing selected Jefferson Parish personnel. The following criteria were then used to determine the relative risk of each activity area:

- ❖ Criticality of JP Mission
- ❖ Size/complexity of department/operations
- ❖ Other high-risk indicators
- ❖ Prior audits
- ❖ Quality of departmental internal controls
- ❖ Auditor judgment

The activities used in this analysis came from the following sources:

- ❖ Activities identified from questionnaires and interviews
- ❖ 2021 Comprehensive Annual Financial Report, and 2021 Single Audit Report
- ❖ 2021 External Audit adjustments and passed adjustments (there were none)
- ❖ 2022 Jefferson Parish Approved Budget
- ❖ AS/400 Financial Management System general ledger data and contract information

## ACCEPTABLE LEVEL OF RISK

Although the plan encompasses a wide range of focus areas, it does not provide coverage for all Jefferson Parish (JP) activities. Limited Internal Audit resources were maximized to provide reasonable coverage of the activities believed to require the most attention.

However, because Internal Audit cannot address every risk area, it is important that the executive staff and directors understand the limitations of the audit coverage and the risks they assume in unaudited areas. This plan allocates Internal Audit resources to JP's most important priorities and risks at this point in time.

## FY2023 WORK PLAN

### GOALS

Performance Indicators call for a total of two follow-up engagements and two proposed new engagements for the Fiscal Year (FY) 2023, along with an allowance for two more new or follow-up audit engagements to be added over the course of the year. Additionally, one engagement from FY2022 is anticipated to carry over into FY2023. The engagement focus areas may be adjusted as further or current information becomes available or as situations may otherwise dictate. An annual risk assessment and an annual report will also be issued during FY2023 as JP Ordinance requires. The Director will complete a minimum of forty hours of professional education during FY2023; course areas may vary from those shown below.

### WORK PLAN

REQUIRED ANNUAL REPORTS		
#	DEPARTMENT	DESCRIPTION
1	Parishwide	2023 Annual Report
2	Parishwide	2024 Annual Risk Assessment/Work Plan
2023 NEW ENGAGEMENTS		
#	DEPARTMENT	DESCRIPTION
1	Public Works	Sewer Maintenance Contract Scope and Compliance
2	Animal Shelter	Policies and Procedures
3	To be Determined	Allowance for Additional Engagement as Determined
4	To be Determined	Allowance for Additional Engagement as Determined
2023 FOLLOW UP ENGAGEMENTS		
#	DEPARTMENT	DESCRIPTION
1	Select Departments	Petty Cash
2	Parishwide	Grant Management
2022 ENGAGEMENTS CARRIED OVER		
#	DEPARTMENT	DESCRIPTION
1	**Potentially Department Assets: IA2022-007	
PROFESSIONAL TRAINING		
#	COURSE DESCRIPTION	HOURS
A	Institute of Internal Auditors courses	12
B	Governmental Accounting and Auditing Updates	20
C	Ethics for CPA's (required to maintain CPA certification)	8
TOTAL HOURS		40

## OTHER AREAS OF RESPONSIBILITIES

- Monitor reporting requirements by agencies.
- Prepare quarterly reports describing the status and progress toward completing the audits.
- Member of the review team for Personal Financial Disclosure forms.
- Attend agenda and Parish Council meetings.
- Other consultative sessions, as requested.

## CLOSING

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This Annual Work Plan is submitted for adoption by the Parish Council. It may be supplemented to include additional audits during the fiscal year by an affirmative vote of one more than that which would constitute a majority vote of the Council. The Work Plan shall not be amended or supplemented to remove any audit to be performed.

As discussed previously under "Acceptable Level of Risk," this plan does not, nor is it intended to, address or provide complete coverage for all Jefferson Parish (JP) activities or system risks. Instead, this plan allocates the limited resources of the Department of Internal Audit to the most critical priorities and risks of the parish at this point in time.

The Jefferson Parish Office of Inspector General (OIG) and the Department of Internal Audit communicate with a shared goal of not duplicating efforts. It is both the belief and intent of the Department of Internal Audit that this Work Plan and that of the OIG are not in conflict so that both offices can operate effectively and efficiently. The Department of Internal Audit anticipates and expects unfettered access to Jefferson Parish records to succeed in its mission.

Internal Audit wishes to thank the JP Administration, Parish Council, Directors, and others for their assistance in providing information that led to this plan's development. In addition, Internal Audit looks forward to assisting the parish in meeting its objectives this fiscal year. For further information on the Fiscal Year 2023 Internal Audit Work Plan, please contact the Director of Internal Audit, Tara Hazelbaker, at (504) 736-6737 or by email at [thazelbaker@jeffparish.net](mailto:thazelbaker@jeffparish.net).

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