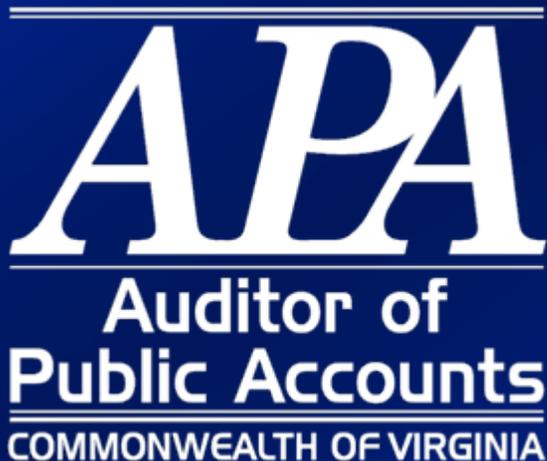


**Joint Legislative Audit  
and Review Commission**

*Annual Work Plan*  
*Salary Scale Adjustments*  
*May 12, 2008*



# Auditor of Public Accounts

- Annual Work Plan
- Salary Scale Adjustments

# Proposed 2009 Work Plan

- **Annual work plan = work performed during most of fiscal year 2009**
- **CAFR, Statewide Single Audit, and mandatory audits and special projects are major focus**
- **Risk model used to evaluate the audit work needed for agencies and institutions, and other special projects with remaining resources**

# 2008 Work Plan – Budget to Actual

	<u>Budget</u>	<u>Actual</u>
Agencies	55,745	59,284
Higher Education	36,548	39,007
Local Govts/Courts & Clerks	27,813	31,827
Special Projects	23,028	14,069
Cycled Agencies	<u>2,000</u>	<u>6,140</u>
Work Plan to JLARC	145,134	150,327
<b>Additional Work:</b>		
Agencies, judicial and prior year audits		<u>8,666</u>
<b>Total</b>		<u>158,993</u>

# 2008 Work Plan – Budget to Actual

## Notes to Budget vs. Actual

- All planned agencies and institutions were performed
- Agencies – expanded work in some agencies; used less experienced staff than planned on some audits requiring more hours for staff development
- Higher Education – added a review of a contract between NSU and the City of Norfolk; used less experienced staff than planned

# 2008 Work Plan – Budget to Actual

## Notes to Budget vs. Actual (continued)

- **Special Projects** – We did not have the staff to complete certain projects and shifted them to the 2009 work plan.
- **Cycled Agencies** – The AICPA and the GAO have amended the auditing standards, which we implemented for these audits requiring some additional on the job training of the staff. Some of the agencies had more issues than in the past requiring us to spend additional time to investigate.
- **Other** – Several agency audits were not completed at end of 2007 work plan due to lower staffing levels than expected in 2007 so work carried forward to 2008 work plan.

# Work Plan Comparison

<b>Fiscal Year 2009 Work Plan</b>	<b>145,632</b>
<b>Prior Year Work Plan (FY 2008)</b>	<b><u>145,134</u></b>
<b>Increase</b>	<b><u>498</u></b>

# Total Hours by Function

## Statewide and Agency Projects:

Special Projects	16,385
Judicial Branch	400
Executive Departments	84,236
Cycled Agencies	3,000
Independent Agencies	7,131
Local Governments, Clerks, & Courts	<u>34,480</u>
<b>TOTAL WORK PLAN</b>	<b><u>145,632</u></b>

# Hours by Executive Departments

<b>Executive Offices and Administration</b>	<b>2,215</b>
<b>Commerce and Trade</b>	<b>3,590</b>
<b>Education (including Colleges and Universities)</b>	<b>38,886</b>
<b>Finance</b>	<b>19,120</b>
<b>Health and Human Services</b>	<b>9,940</b>
<b>Natural Resources</b>	<b>280</b>
<b>Public Safety</b>	<b>3,745</b>
<b>Technology</b>	<b>1,040</b>
<b>Transportation</b>	<b><u>5,420</u></b>
<b>Total Hours by Executive Departments</b>	<b><u>84,236</u></b>

# Cycled Agencies

- **Using a Risk-Based Analysis of Controls**
  - **Approximately 50 agencies are subject to audit over a 2-year cycle**
  - **Analyzing activity during the current and past year, we will identify which agencies to audit**
  - **Allows for flexibility to address issues as they arise**

# Special Projects

## Types of Reports

- **Projects Required by Legislation, Statutes, and Appropriation Act**
- **Projects Determined by an Analysis of Risk**

# Special Projects

## Required by Legislation, Statute, or Appropriation Act

- **Maintaining Internet Database**
- **Hampton Roads Transportation Authority**
- **Higher Education – Chartered Institutions**
- **Review of Performance Measures**

# Special Projects

## Required by Legislation, Statute, or Appropriation Act

- **Southeastern Public Service Authority**
- **Study – Collection of Receivables**
- **Develop Capital Projects Life-Cycle Budget Analysis**
- **APA Annual Report**

# Special Projects

## Risk Based Analysis

- **Study of Inventory Management**
- **Rental Car Contract Review**
- **VITA - Contract Management**
- **Department of State Police - STARS  
Radio System**

# Special Projects

## Risk Based Analysis

- Study of Budget Transparency
- FICAS Deferred Maintenance Follow-up
- Review of Department of General Services Division of Real Estate Services

# Special Projects

## Risk Based Analysis

- **Review of Department of Transportation's Asset Management System**
- **Small Purchase Charge Card Review**
- **Study of Higher Education One-Card Systems**

# Special Projects

## Risk Based Analysis

- **Systems Development Projects**
- **Statewide Monitoring of Systems Security**
- **Study of Costs for Operating Court System**

# Salary Scales

- **Adjustments reflect changes in the 2008 Appropriation Act**
- **Scales increase 2% effective November 25, 2008**
- **Bonuses may also be given during the year to reward exceptional performance**
- **Raises may be given within the salary bands and will follow our compensation plan and budget**

# Salary Scales

<u>Position</u>	<u>Number of Positions</u>		<u>Present Scale</u>	<u>Proposed Scale</u>
	<u>2008</u>	<u>2009</u>		
Deputy Auditor	1	1	\$83,526 - \$144,149	\$85,196 - \$147,032
Project Leader	14	14	63,941 - 133,220	65,220 - 135,884
Auditor	45	88	42,829 - 85,989	43,686 - 87,709
Staff	<u>84</u>	<u>27</u>	26,347 - 57,604	26,874 - 58,756
Total	<u>144</u>	<u>130</u>		

# **Requested Actions**

- **Approval of the Work Plan**
- **Approval of the Salary Scales**