



HARFORD COUNTY, MARYLAND

Office of the County Auditor

Fiscal Year 2020 Audit Plan Summary

As required by the Rules of Procedure for the Office of the County Auditor, the fiscal year 2020 annual audit plan (Resolution 010-19) was approved by the County Council on June 11, 2019.

We performed a risk assessment of the County government and its related agencies in order to develop this plan. For each business process identified, we considered factors such as department size, level of interaction with citizens and businesses, process complexity, financial risks, prior audit issues and the priorities of citizens, the Council Members and the County Administration to determine the areas of greatest risk to the County.

Risks and business processes will be evaluated continuously and during each audit; consequently, **the audit plan is flexible and the schedule is subject to change as new areas of concern are identified.**

Audit	Start Date	End Date	Audit Objective	Est. Hours
Financial Statement Audits for FY2019	April, 2019	December, 2019	General coordination related to ensuring that required Financial Statement Audits are completed and provided to the County Auditor.	75
Other Reviews - Unanticipated Projects	July, 2019	July, 2019	We have budgeted for urgent projects that are not already included in the audit plan.	350
Petty Cash Audits	July, 2019	July, 2019	Budget for 6-8 petty cash audits. Departments audited will be determined throughout year but will not be disclosed until immediately preceding the project.	130
Purchase Card Controls	July, 2019	August, 2020	Continuous audit procedures related to the County's purchase card program.	200
Status of Prior Audit Findings	July, 2019	September, 2019	Review of the remediation status of prior audit findings and preparation of a summary report for the County Council.	120
Banking Controls	August, 2019	October, 2019	Confirm that the County's controls are adequate to ensure that bank account balances and transactions are routinely reviewed and reconciled.	250
Office on Aging Revenue	August, 2019	November, 2019	Confirm that Senior Centers' revenue is collected fully.	300

Audit	Start Date	End Date	Audit Objective	Est. Hours
EMS Billing Controls	September, 2019	November, 2019	Confirm that Emergency Medical Services Revenue is collected completely and accurately.	300
Detention Center Inmate Accounts	November, 2019	December, 2019	Confirm that controls are adequate to ensure that each individual's commissary account is properly managed.	150
Timekeeping and Overtime	November, 2019	February, 2020	Confirm that the KRONOS system has adequate controls in place to ensure that employee hours are captured correctly and completely. We will also review overtime earned for reasonableness, trends and authorization.	400
Contract Management	January, 2020	April, 2020	Determine if contracts for commodities and general services are being appropriately monitored to ensure compliance with County policies and contract terms. The project will also attempt to determine that amounts paid to vendors were in accordance with contract terms.	400
Fiscal Notes	January, 2020	December, 2020	Fiscal Impact Analysis for legislation introduced in calendar year 2020	200
HCPS Budget Analysis	March, 2020	May, 2020	Prepare an analysis of the Board of Education's proposed budget for FY2021.	80
Mobile Home Excise Tax	March, 2020	April, 2020	Confirm that Mobile Home Excise Tax revenue is collected fully.	100
County Budget Analysis	April, 2020	June, 2020	Fiscal impact analysis of the FY2021 budget legislation.	265
Economic Development Programs	May, 2020	June, 2020	Review Harford County's Economic Development programs to determine if the terms and conditions required by the authorizing pieces of legislation and related agreements have been met. Additionally, confirm that the County's procedures ensure timely repayment of loans, tax credit rebates and the appropriateness of training grant reimbursements.	200
Inspections and Permits Billing and Collection Controls	May, 2020	July, 2020	Confirm that the procedures facilitate complete and timely payment for inspection services and that permits are issued only after proper approval steps.	300

Administrative Time – In addition to the projects noted above, the office has budgeted for Training, Quality Assurance and Improvement, Risk Assessment, Paid Time Office, County Council Meetings and Other Community Meetings.

Potential Projects for Future Years

Future Priority	Audit	Audit Objective	Est. Hours
1	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.	300
2	Water and Sewer Billing and Collection Controls	Confirm that controls in place are adequate to ensure that customers are billed the correct amount and revenue is collected.	400
3	Procurement Practices	Determine if all applicable guidelines were followed for County procurements.	400
4	Environmental Services Billing and Collection Controls	Confirm that controls are adequate to ensure that customers are billed the correct amount and receivables are collected. The audit will also consider the labor and expense costs related to the MES contract.	350
5	Accounts Payable Controls	Determine if controls related to Accounts Payable are adequate to ensure that only valid vendors and debts are paid by the County.	225
6	Investment Controls	Ensure that controls are adequate to ensure proper selection, purchase, sale and accounting of the County's investments.	200
7	License Issuance and Billing Controls	Confirm that controls are adequate to ensure that licenses are not issued without proper payment and approvals.	200
8	Hotel Occupancy Tax Revenue Controls	Determine if the County has collected the correct amount of revenue for the Hotel Occupancy Tax based upon supporting information from taxpayers.	150