



## 2023 Annual Internal Audit Plan

**Mission Statement:** *To enhance the financial health of the City and provide stewardship of City resources through financial information, advice and support to the public, employees, City agencies and policy makers.*

Performance Audit	Q1	Q2	Q3	Q4	Notes
City of Madison Municipal Court					Review of the City’s judicial system, operations, financial recording, and procedures.
City of Madison Parks Division					Review of City’s parks system and operations including its system of cash management.
City of Madison External Audit (Single Audits)					Working with the City agencies and the external auditors for the Single Audit
Enterprise Risk Assessment					Project will commence in November 2023, and will be completed in Jan 2024
Internal Control Continuous Monitoring	Q1	Q2	Q3	Q4	
Cash Counts and Limited Cash Control Reviews					To ensure the efficiency of cash receipts controls across the City enterprise.
City-wide internal control spot check					To test the existence, and efficiency of the City’s internal Control system
Grant controls Reviews					Grants Control Monitoring and Reporting

Key
(Inactive Period)
(Active Project)

## Preliminary Five Year Audit Plan

(Actual audit plan will be submitted annually to the Finance Committee and Common Council)

Year	Auditable Agencies	Proposed Audit Objectives
2024	Traffic Engineering	Review of the traffic engineering processes, and the efficiency of it programs on residents and visitors.
	Human Resources	Review of HR policies and procedures.
	Fire	Review of the Fire's department programs and processes.
	Economic Development	Review of the City's real estate transaction and economic development initiatives.
	Information Technology	Review of the City's IT system and IT risks management.
2025	Metro Transit	Review of the agency's program and the efficiency of the City's public transportation system.
	Attorney's Office	Review of the Attorney's office's compliance to its documented processes, policies and procedures.
	Planning	Review of procedures, processes and compliance audit
	Civil Rights	Review of the agency's program and compliance with regulations.
	Water & Sewer Utility	Review of the City's water and sewer (utility) system and operations (payment).
2026	Finance	Review of the finance department processes/procedures and the City's financial report. Performs control testing on financial report.
	City of Madison Assessor's Office	Review of the efficiency of the property tax assessment process
	Public Health	Review of the agency's programs/processes and its effects on residents.
	Parking	Review of the City's parking services, program efficiency and process improvement.
	Housing Authority	Review of the agency's affordable housing programs and effective management of the public housing system.

<b>Year</b>	<b>Auditable Agencies</b>	<b>Proposed Audit Objectives</b>
2027	Building Inspection	Review of the agency's programs/processes on property inspection, compliance with property development regulations, and service delivery to residents.
	Library	Review of the library services and compliance with regulations
	Common Council	Review of the Council's activities, legislative processes, City's governance system and control management.
	City of Madison Clerk's Office	Review of the Clerk's Office processes (election, records, and otherwise) and programs
	Streets	Review of street's management programs and its impacts on residents.
2028	Community Development	Review of the agency's programs (ensure quality of life for Madison's residents), policies, and procedures.
	Police	Review of the police department operations to enhance
	Engineering	Review of the Engineering processes, policies, and procedures.