



**Government of the District
of Columbia, Office of the
Chief Financial Officer**

**FISCAL YEAR
2022 AUDIT
WORK PLAN**

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**Abbreviations and
Acronyms**

ACFO	Associate Chief Financial Officer
CAFR	Comprehensive Annual Financial Report
CFO	Chief Financial Officer
COTR	Contracting Officer's Technical Representative
DCFO	Deputy Chief Financial Officer
District	Government of the District of Columbia
EMS	Emergency Medical Services
FY	Fiscal Year
IAD	Internal Audit Division
IT	Information Technology
IWF	Inmate Welfare Fund
MPD	Metropolitan Police Department
OCFO	Office of the Chief Financial Officer
OCIO	Office of the Chief Information Officer
OCRO	Office of the Chief Risk Officer
OFOS	Office of Financial Operations and Syst
OFT	Office of Finance and Treasury
OIO	Office of Integrity and Oversight
OLG	Office of Lottery and Gaming
OMA	Office of Management and Administration
OPCSFS	Office of Public Charter School Financing and Support
OPRS	Office of Pay and Retirement Services
ORA	Office of Revenue and Analysis
OTR	Office of Tax and Revenue
<i>Plan</i>	Work Plan
POC	Point of Contact
PSJC	Public Safety and Justice Cluster
QRDT	Questionable Refund Detection Team
RPA	Returns Processing Administration
SEFA	Schedule of Expenditures of Federal Awards
SOAR	System of Accounting and Reporting
SOC	Service Organization Controls
SOD	Special Operations Division

FOREWORD

This is the Office of Integrity and Oversight's (OIO) Fiscal Year 2022 (FY 2022) Internal Audit Work Plan (*Plan*), which includes planned and ongoing audits as well as non-audit projects. The planned and ongoing projects are designed to provide a reasonable assurance on the adequacy of established policies and procedures, economy and efficiency of operations, and internal controls for agencies under the purview of the independent Office of the Chief Financial Officer (OCFO).

The FY 2022's *Plan* relied on input from our stakeholders through their response to our annual questionnaire. This year's questionnaire focused on known and perceived risks, as the result of the organization's remote teleworking status. Based on their input and our internal assessment, the FY 2022 *Plan* is appropriately focused on high-risk areas and is closely aligned with the OCFO Strategic Plan. I believe our audit engagements and projects will enhance the integrity and reliability of the District's financial management and reporting systems. The OIO is staffed with professional and technically skilled auditors who continually meet the challenges of assessing, monitoring, and improving financial controls and accountability within the District.

I express special thanks to our Interim Chief Financial Officer Fitzroy Lee, Deputy Chief Financial Officer and Chief of Staff Angell Jacobs, Deputy Chief Financial Officers (DCFOs), Associate Chief Financial Officers (ACFOs), Deputy Chief Financial Officers (DCFOs) and the Chief Risk Officer for their confidence and support of OIO's work.

Respectfully,



Timothy Barry
Executive Director

September 30, 2021

INTRODUCTION

OIO is pleased to present its FY 2022 Work Plan (*Plan*). The *Plan* includes descriptions of planned audits and non-audit projects to be conducted during the coming fiscal year. We selected these projects based on risk assessments of programs and issues; input from the OCFO executive staff, agency officials, and other stakeholders.

OIO supports the mission of the OCFO and the *Strategic Plan* issued in FY 2017. The *Strategic Plan* focuses on seven (7) strategic objectives:

- Improve Customer Service;
- Create a Culture of Continuous Improvement;
- Improve Transparency and Quality of Information;
- Manage Risk and Prevent Fraud;
- Implement Quality Financial Systems;
- Develop, Attract and Retain High Quality Employees; and
- Manage a Fair and Equitable System to Fully Collect District Revenues.

As part of our *Plan*, we have incorporated these seven (7) objectives into our on-going and planned projects. Within the description of each of the audit and non-audit engagements, we included the applicable strategic objective(s). The list of the objectives for each project is not intended to be all inclusive, but we believe, highlight the objectives that best align with OIO's overall Internal Audit objectives.

In assessing the risks facing the OCFO and the District, our work plan has been designed around strategic segments/agencies within the OCFO. In FY 2021, OIO sent risk questionnaires to the Deputy CFO's, Associate CFO's and Executive Directors within the OCFO to get feedback on areas of risk in their respective organizations. We also met with key stakeholders to get their input on the plan. Internally, the OIO Internal Audit Division (IAD) developed audit topics based on our own understanding of risk areas within the OCFO. Based on the feedback we received, and audit topics developed by the IAD, we assessed the responses to determine the risk, impact, and value that the audit would add to the OCFO. Based on this assessment, we developed our risk-based *Plan*. The *Plan* is organized by segments/agencies, which are:

- I. Office of Tax and Revenue (OTR)
- II. Office of Finance and Treasury (OFT)
- III. Office of Lottery and Gaming (OLG)
- IV. Regulatory Audits
- V. Cluster
- VI. Central Financial Operations (OFOS, ORA)
- VII. Executive Support (OCIO, OGC, OMA)
- VIII. Non-Audit Services

The listing of a project in the FY 2022 *Plan* does not necessarily mean that problems exist or guarantee that the engagement will be undertaken. During the year it is not possible to plan for all the potential audits and/or projects that OIO may be requested to perform. For example, during the year OCFO executives may request an audit be initiated within their area of responsibility, or the City Council may request an audit be initiated in a specific area of government operations. To accommodate the special requests and other critical issues, OIO may find it necessary to delay or suspend an audit until the resources are available to start or recommence the project. Should OIO consider the modifications to the *Plan* to be significant, we will modify the *Plan* to reflect the additional requests and changed priorities.

THE AUDIT PROCESS

OIO's audit process includes several integrated steps that assist us in accomplishing our objectives. These include the announcement of the audit (Engagement Memorandum), an Entrance Conference, the Planning and Fieldwork Stage, an Exit Conference with the agency officials impacted by the audit results, the Audit Report process, and the Audit Follow-up process. We have provided a brief explanation of each of these processes in the following paragraphs.

Engagement Memorandum

Prior to the start of an audit, OIO generally sends an Engagement Memorandum to the agency head(s) involved with the project. The memorandum includes the audit title, a project number, an outline of the planned objectives, the period covered by the audit, and the planned start date. Additionally, the Memorandum also explains that OIO will hold an Entrance Conference to provide the appropriate OCFO managers with information about the audit. In some instances, OIO will not send an Engagement Memorandum. This is done when the audit is on a surprise basis. In those instances, we will send an Engagement Memorandum to the impacted OCFO officials after the start of the audit.

Entrance Conference

OIO holds an Entrance Conference with the OCFO senior managers and agency officials of the program whose operations will be audited. At the Entrance Conference, the auditors will provide detailed explanations of the audit planned objectives, the period that will be covered by the audit, the audit methodologies that will be used, and the formal reporting process. If management requested the audit, we discuss the specific areas of interest or problems they have noted. During this meeting OIO encourages the agency officials to bring to the audit team's attention any concerns, ideas, or special circumstances that may impact the audit. Also, we request that the agency provide us with an official Point of Contact (POC) for the audit. The POC is the individual that OIO will: (1) contact to request audit documentation, arrange interviews and meetings with agency officials and staff, and (2) provide briefings on the progress of the audit, findings requiring immediate attention, and other issues that need management's attention.

Planning and Fieldwork

The audit begins with the Planning and Audit Survey Stage which allows us to gain an understanding of the program, activity or function that is the subject of the audit. We perform an initial walkthrough of the process, determined by the audit objectives, to identify areas that we should focus in our audit. Subsequent to the completion of the Audit Survey, we will determine whether a sufficient basis exists, for additional work. If such a determination is made, OIO will continue its Fieldwork, focusing on the areas that we determine warrant additional testing. The bulk of the audit's Fieldwork is performed in this stage. We may request additional and more extensive records and documents from the agency. During the Fieldwork Stage, we perform detailed examinations and testing, based on our objectives, to determine whether: (1) the program, activity, or function is operating efficiently and effectively; (2) the internal controls are functioning as intended; and (3) the agency is compliant with the applicable laws and regulations. In this stage, the auditors will develop their findings, recommendations, and audit results that form the basis for the written Audit Report.

The Planning and Fieldwork Stages require the cooperation of the OCFO officials and staff. The auditors may need OCFO officials and staff to: answer questions; provide access to records, documentation, and files; and to prepare data (spreadsheets, flowcharts, documents). Keeping in mind that the officials and staff of OCFO agencies need to carry out their regular functions and workload, OIO auditors will conduct its work in a mutually agreed upon manner that will cause minimal disruption to agency operations.

Keeping OCFO Officials Informed

During the audit, OIO will keep the agency officials advised of any deficiencies or weaknesses we identify. OIO will, through the POC, keep the officials informed of the progress of the audit, and any issues that require the officials' immediate attention.

Audit Exit Conference. After all the audit Fieldwork is completed, OIO conducts a formal Exit Conference with the agency officials. At the Exit Conference, we summarize the issues, and findings previously provided to the officials through the agency POC, and any additional findings and recommendations we may have subsequently developed. We provide the agency officials with the opportunity to discuss any corrective actions necessary to initiate the recommendations and resolve the findings. This is done with the audit team present at the Exit Conference. We will encourage the agency to take immediate action, if possible, on any recommendations. OIO will include the substantiated actions taken on the recommendations in the Draft and Final Audit Report.

Draft Audit Report. OIO prepares the Draft Audit Report which includes any comments or concerns raised at the Exit Conference by the agency officials. OIO will send the Draft Audit Report to the agency head responsible for implementation of the recommendations. Usually, we request the agency official to whom the Draft Audit Report is addressed, to provide us with a written response to the draft document within two (2) weeks from the date of the Draft Audit Report. OIO requests that the response to the draft report's recommendations include:

the actions taken or planned by the agency and the projected dates for completion of any uncompleted actions. When appropriate, alternative solutions can be proposed by the agency.

Final Report. After receipt of the agency's written response, OIO will analyze the response and consider the impact of any alternative solutions presented by the agency. OIO will summarize the response to the individual recommendations in the body of the Final Report. The agency's full response is included as an appendix to the Final Report. The Final Report is distributed to the CFO, the DCFO/Chief of Staff, Chief Risk Officer, and the agency head, to whom the recommendations are addressed. OIO's Final Reports are also published on the OCFO's website.

Audit Follow-up. The agency officials are responsible for taking the corrective actions that they have agreed to in their responses to individual Final Reports. Periodically, OIO will send agencies a Follow-up survey to determine the status of open recommendations or conduct a Follow-up audit and incorporate the follow-up of prior year recommendations in our review. The status of the prior recommendations will be verified and included in our Final Report.

**FY 2022
PLANNED PROJECTS**

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AGENCY/AREA:	Office of Tax and Revenue (OTR)
TITLE:	Audit of the Internal Controls over the Returns Processing Administration Front-End Process
OBJECTIVES:	The objective of this audit is to determine if mail and payments received by the Returns Processing Administration (RPA) are processed timely and accurately.
JUSTIFICATION:	The RPA is responsible for processing and handling paper returns, payments, and mail that come to the office. While a bulk of the paper returns are processed at lockbox sites, the RPA plays a vital role in ensuring mail and payments received in-house are ultimately posted to the taxpayer's account. This topic was proposed by the Deputy Chief Financial Officer (DCFO), OTR, due to remote operations because of the Coronavirus pandemic.
STRATEGIC OBJECTIVES:	Improve Customer Service and Manage Risk and Prevent Fraud

AGENCY/AREA:	Office of Tax and Revenue
TITLE:	Audit of the Internal Controls over the Adjustment Unit
OBJECTIVES:	The objectives of this audit are to determine whether: 1) internal controls over the handling of adjustments are effective; and 2) adjustments were entered accurately.
JUSTIFICATION:	The Collection and Enforcement Administration and Audit and Criminal Investigations Administration staff submit adjustments to an Adjustment Unit dedicated to inputting the requests in the Modernized Integrated Tax System. Access rights were limited to this Unit to reduce the number of people that could adjust taxpayer's accounts. The DCFO, OTR requested this audit to ensure changes and procedures implemented in the Unit are operating effectively. Due to previous deficiencies identified in the processing of adjustments, this is deemed a high-risk area that requires consistent monitoring.
STRATEGIC OBJECTIVES:	Improve Customer Service and Manage Risk and Prevent Fraud

AGENCY/AREA:	Office of Tax and Revenue
TITLE:	Audit of the OTR Audit Division’s Case Selection Process
OBJECTIVES:	The objectives of the audit are to: 1) evaluate whether the audit case selection process effectively identifies non-compliant taxpayers’; and 2) determine whether prior audit recommendations were implemented.
JUSTIFICATION:	<p>“The mission of the Office of Tax and Revenue’s Audit Division is to obtain, maintain, and achieve tax compliance with all District of Columbia tax laws, except real property taxes, through the examination of filed tax returns, identification of non-filers, and unreported tax revenue. Audits are conducted in a manner to provide fair, firm, and uniform treatment to all taxpayers.”¹</p> <p>OIO’s previous audits of the audit case selection process revealed significant deficiencies. Since FY 2018, substantive changes were made to the area. The purpose of this audit is to ensure that changes implemented because of internal audits and external consulting reviews have improved the overall performance, recordkeeping and return on investment.</p>
STRATEGIC OBJECTIVES:	Create a Culture of Continuous Improvement; Improve Customer Service; Manage a Fair and Equitable System to Fully Collect District Revenues; and Manage Risk and Prevent Fraud

AGENCY/AREA:	Office of Finance and Treasury (OFT)
TITLE:	Audit of the Central Collections Unit Debt Collection Process
OBJECTIVES:	The objectives of the audit are to: 1) determine whether the System Vendor has complied with the contract requirements; and 2) assess whether OFT is adequately monitoring the Contractor’s performance to ensure compliance with the contract requirements and the system security.
JUSTIFICATION:	In FY 2019, the Office of the Chief Financial Officer, Office of Contracts, on behalf of OFT, signed a contract with Harris & Harris Limited (the Contractor) an established debt collector. The contract requires the Contractor to provide services through their system <i>Collector Plus</i> which functions as CCU’s accounts receivable system to record and manage debt collections on behalf of the District. The Contractor is paid based on a fixed percentage, contingency fee, and fixed unit prices which provides an incentive to collect as much debt as possible.
STRATEGIC OBJECTIVES:	Create a Culture of Continuous Improvement; Manage Risk and Prevent Fraud

¹ [OTR Audit Division | otr \(dc.gov\)](https://otr.dc.gov), July 26, 2021

AGENCY/AREA:	Regulatory Audit
TITLE:	Audit of the Inmate Welfare Fund Financial Statements for the Fiscal Year Ended September 30, 2021
OBJECTIVES:	The objectives of the audit are to: (1) express an opinion on the financial statements of the Fund; (2) determine whether expenditures/costs charged to the Fund were proper; (3) determine whether internal controls over Fund transactions and financial reporting were adequate; and (4) determine whether the Fund is administered in accordance with laws and regulations.
JUSTIFICATION:	This audit is required pursuant to D.C. Code §24-282. D.C. Code §24-282 (e), in pertinent part states: The Fund shall be subject to annual audits scheduled by the Office of the Chief Financial Officer, which shall be submitted to the Council no later than February 1 of each year. The scope of audit shall include an examination of the Department's use of Fund profits, including stocking the commissaries, low bond releases, providing inmate clothing upon release, and funding transportation costs for the inmate after release. The audit reports shall be submitted to the Council and the Mayor.
STRATEGIC OBJECTIVES	Improve Transparency and Quality of Information

AGENCY/AREA:	Regulatory Audit
TITLE:	Audit of the New Columbia Statehood Fund Statement of Revenues and Expenditures for the Fiscal Year Ended September 30, 2021
OBJECTIVES:	The objectives of the audit are to: (1) express an opinion on the Statement of Revenues and Expenditures; (2) determine whether expenditures/costs charged to the Fund were proper; (3) determine whether internal controls over Fund transactions and financial reporting were adequate; and (4) determine whether the Fund is administered in accordance with laws and regulations.
JUSTIFICATION:	This audit is required pursuant to D.C. Law 20-271, which states: "All revenues and expenses of the New Columbia Statehood Fund shall be audited annually by the Chief Financial Officer, who shall transmit the audit to the Mayor and the Council. The expenses of the annual audit shall be defrayed by the New Columbia Statehood Fund."
STRATEGIC OBJECTIVES	Improve the Transparency and Quality of Information

AGENCY/AREA:	Regulatory Audit
TITLE:	Audit of the Office of Public Charter School Financing and Support (OPCSFS) Statement of Revenues and Expenditures for the Fiscal Year Ended September 30, 2021
OBJECTIVES:	The objectives of the audit are to: (1) express an opinion on the Statement of Revenues and Expenditures of the Fund; and (2) determine whether the Fund is administered in accordance with laws and regulations.
JUSTIFICATION:	Pursuant to Public Law 108-335 which states: “The Office of the Chief Financial Officer shall conduct an annual audit of the funds expended by the Office and provide an annual Financial Report to the Mayor, the Council of the District of Columbia, the Office of the District of Columbia Treasurer and the Committees on Appropriations of the House of Representatives and Senate for these funds showing, by object class, the expenditures made and the purpose thereof.
STRATEGIC OBJECTIVES:	Improve the Transparency and Quality of Information

AGENCY/AREA:	Cluster
TITLE:	Audit of the Internal Controls over the Metropolitan Police Department’s (MPD) Special Operations Division’s (SOD) Reimbursable Billing Process
OBJECTIVES:	The objective of the audit is to evaluate whether the Public Safety and Justice Cluster (PSJC)/MPD have designed adequate internal controls in the SOD Billing Process to ensure the organization has billed the reimbursable hours properly and timely.
JUSTIFICATION:	The mission of the Metropolitan Police Department (MPD)’s Special Operations Division (SOD) is to support patrol operations by developing special tactics and deploying specially trained personnel in unusual law enforcement situations and events. This audit was requested by the Public Safety and Justice Cluster Associate Chief Financial Officer to ensure the OCFO is billing correctly and capturing all billable hours.
STRATEGIC OBJECTIVES:	Create a Culture of Continuous Improvement; Manage Risk and Prevent Fraud

AGENCY/AREA:	Central Financial Operations
TITLE:	Agreed-Upon Procedures between the Office of Financial Operations and Systems (OFOS) and the Office of Integrity and Oversight (OIO) Regarding the Quarterly Independent Monitoring of SOAR Journal Entries
OBJECTIVES:	The objectives of the agreed-upon procedures engagement are to determine whether: (1) journal entries posted and approved by the same OCFO employees are valid and correct; and (2) effective internal controls are in place to compensate for the risk posed by lack of separation of duties.
JUSTIFICATION:	This quarterly agreed-upon procedure engagement was requested by OFOS as a result of internal control deficiencies reported by the external auditor in FYs 2013 and 2014. The external auditor recommended management implement an ongoing independent monitoring over the journal entries posted and approved by the same OCFO employees.
STRATEGIC OBJECTIVES	Create a Culture of Continuous Improvement; Manage Risk and Prevent Fraud

AGENCY/AREA:	Central Financial Operations
TITLE:	Audit of Internal Controls over the Office of Pay and Retirement's Oversight of Payroll Changes for OCFO Employees
OBJECTIVES:	The objective of the audit is to evaluate whether OPRS has designed adequate internal controls to identify and resolve payroll exceptions and adjustments accurately and timely.
JUSTIFICATION:	The Office of Pay and Retirement Services (OPRS) is a unit within the Office of Financial Operations and Systems (OFOS) and contains four (4) divisions: (1) Payroll Operations Division; (2) Special Pay Division; (3) Supplemental Payroll Division; (4) Retirement Division. OPRS has the authority and responsibility to administer and distribute payroll for employees within Government of the District of Columbia; however, this audit will focus specifically on OCFO employee payroll related changes and exceptions as payroll exceptions and changes can have a financial impact.
STRATEGIC OBJECTIVES:	Create a Culture of Continuous Improvement; Manage Risk and Prevent Fraud; and Improve the Transparency and Quality of Information

AGENCY/AREA:	Executive Support
TITLE:	Audit of the Internal Controls over the Off-Boarding of OCFO Personnel
OBJECTIVES:	The objective of this audit is to determine whether the internal controls over the Off-Boarding of personnel are effective.
JUSTIFICATION:	When an employee separates from the OCFO, there is an exit process that must take place to retrieve District equipment and remove access to systems. There is a risk an employee will not return all District equipment or access to systems won't be removed timely.
STRATEGIC OBJECTIVES	Create a Culture of Continuous Improvement; Manage Risk and Prevent Fraud

AGENCY/AREA:	Executive Support
TITLE:	Audit of the Internal Controls over Information Technology (IT) Asset Management
OBJECTIVES:	The overall objective of this audit is to assess whether the internal controls over the procurement, inventory and deployment of IT equipment are efficient and effective.
JUSTIFICATION:	The Chief Information Officer has identified IT Asset Management as a key risk for the OCFO. With the move to remote operations in FY 2021, there was an increase in the purchase of cellular phones, laptops, and monitors to support the OCFO. It is imperative assets are properly tracked.
STRATEGIC OBJECTIVES	Create a Culture of Continuous Improvement; Manage Risk and Prevent Fraud

AGENCY/AREA:	Non-Audit Services
TITLE:	Follow-up on OIO Internal Audit Reports
OBJECTIVES:	The objectives of the follow-up review are to determine whether: (1) the agency has closed the open recommendations, and (2) the corrective actions taken are adequate and responsive to the recommendations.
JUSTIFICATION:	The OIO issues reports and recommendations to audit agencies to address deficiencies identified in our audits. The follow-up review allows us to ensure agencies are taking the necessary corrective actions to resolve deficiencies identified.
STRATEGIC OBJECTIVES:	Create a Culture of Continuous Improvement

AGENCY/AREA:	Non-Audit Services
TITLE:	Quarterly Verification of the Business Self-Assessment Process at the Office of Tax and Revenue
OBJECTIVES:	The overall objective of this verification is to determine whether the tests conducted by the OTR personnel are performed in accordance with the program guidance and to identify opportunities for additional training on internal controls.
JUSTIFICATION:	The Office of the Chief Risk Officer (OCRO) established the self-assessment internal control program at the Office of Tax and Revenue to test controls on a monthly/quarterly basis to ensure controls are functioning as designed. The verification by OIO will provide additional assurance the conclusions reached in testing are proper and adequately supported.
STRATEGIC OBJECTIVES:	Create a Culture of Continuous Improvement; Improve Transparency and Quality of Information; and Manage Risk and Prevent Fraud

ONGOING PROJECTS

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Non-Audit Services	20. Follow-up Procedures of the FY 2020 Independent Auditor’s Report on Internal Control over Financial Reporting and the Comprehensive Annual Financial Report (CAFR) Management Letter [Job No. 21-03-13 OFOS]	23
	21. Quarterly Verification of the Business Self-Assessment Process at the Office of Tax and Revenue [Job No. 21-03-22 OCRO]	24

AGENCY/AREA:	Office of Tax and Revenue
TITLE:	Audit of the Return Integrity Unit (RIU) Process [Job No. 21-01-21 OTR]
OBJECTIVES:	The objectives of this audit are to determine whether: (1) the Questionable Refund Detection Team is operating efficiently and effectively; and (2) internal controls over the review and approval of refunds are adequate.
JUSTIFICATION:	The Return Integrity Unit (RIU), formerly the Questionable Refund Detection Team, within the OTR Audit and Criminal Investigation Administration, was established to identify fraudulent tax returns and schemes, aggressively protect the revenue of the District and pursue criminal charges against willful violators, both preparers and taxpayers. The RIU interacts with taxpayers through correspondence and in-person contact, handles large amounts of Personally Identifiable Information (PII) and may approve or deny refunds. This area was suggested by the OTR DCFO and has not been previously audited.
STATUS:	Planning Phase
STRATEGIC OBJECTIVES:	Manage Risk and Prevent Fraud; Manage a Fair and Equitable System to Fully Collect District Revenues

AGENCY/AREA:	Executive Support
TITLE:	Audit of the OCFO Fleet Management Program [Job No. 21-01-15 OMA]
OBJECTIVES:	The objectives of the audit are to determine whether: 1) effective internal controls are in place to ensure that OCFO staff are in compliance with the current SOP and the related DC laws and regulation for maintaining and operating a government vehicle; and 2) the OMA Logistics maintains accurate records of Fleet utilization.
JUSTIFICATION:	<p>The OCFO maintains a fleet of cars as well as contracts with Enterprise Rental and Zip Cars to facilitate OCFO employees in their needs for transportation to carry out official duties of the District. To obtain a car, employees must have a valid Driver's License and complete a form with the Office of Logistics & Support.</p> <p>To obtain a fleet vehicle, the staff goes through the Office of Logistics & Support. If a fleet vehicle is not available, they may obtain a vehicle through Zip or Enterprise Rental Car. The employee can obtain the vehicle independently using the account code, and the OCFO is billed for the services used.</p>
STATUS:	Fieldwork Phase
STRATEGIC OBJECTIVES:	Manage Risk and Prevent Fraud

AGENCY/AREA:	Central Financial Operations
TITLE:	Audit of Internal Controls over the Safeguarding of Federal Tax Information at the Office of Revenue Analysis [Job No. 21-01- 24 ORA]
OBJECTIVES:	The objective of the audit is to ensure adherence to the safeguards of Federal Tax Information (FTI) guidelines.
JUSTIFICATION:	This audit was requested by the Executive Director of the Office of Revenue Analysis (ORA) in response to our FY 2021 questionnaire. The Internal Revenue Service conducts a Safeguard review tri-annually. This audit will ensure that the ORA is complying with IRS regulations to minimize accidental or deliberate disclosure of confidential taxpayer information.
STATUS:	Planning Phase
STRATEGIC OBJECTIVES:	Improve the Transparency and Quality of Information

AGENCY/AREA:	Clusters
TITLE:	Audit of the Public Safety and Justice Cluster (PSJC) Ambulance Billing Process [Job No. 21-01-14 PSJC]
OBJECTIVES:	The objectives of the audit are to: 1) determine whether PSJC billed for emergency medical services (EMS) in accordance with regulations; and 2) revenues were billed and collected accurately and timely.
JUSTIFICATION:	To reduce the tax cost of emergency medical services (EMS) for DC residents, the Fire and EMS Department charges ambulance fees. The District awarded a contract to Advance Data Processing, (dba Intermedix) to supply patient account management services, including ambulance billing and collection. The Public Safety and Justice Cluster (PSJC) OCFO is responsible for ensuring the invoices as submitted by the contractor are correct; making payments through the accounts payable system for invoices, and issuing refunds as approved by FEMS program management. Further, PSJC/OCFO must ensure the financial systems of the District properly reflect the Ambulance Billing year-end revenue and accounts receivable balances.
STATUS:	Fieldwork Phase
STRATEGIC OBJECTIVES:	Create a Culture of Continuous Improvement; Manage Risk and Prevent Fraud; and Improve the Transparency and Quality of Information

AGENCY/AREA:	Cluster
TITLE:	Audit of Internal Controls over Selected Public Safety and Justice Cluster Imprest Funds [Job No. 20-01-13 PSJC]
OBJECTIVES:	The objectives of the audit are to determine whether: (1) the Public Safety and Justice Cluster (PSJC) has evaluated the necessity for maintaining the selected OCFO Imprest Funds; and (2) PSJC has adequately designed policies and procedures over the selected Imprest Funds and whether proper internal controls have been implemented over those funds.
JUSTIFICATION:	The PSJC maintains Imprest funds at various agencies and departments ranging from \$200 to \$125,000. The Metropolitan Police Department (MPD) maintains a Confidential Fund of \$125,000 which is comprised of \$49,400 in replenishment funds, and \$75,600 for use for the policing activities across twelve (12) MPD divisions. This audit was requested by the PSJC Associate Chief Financial Officer (ACFO) in response to our FY 2020 Audit Planning Questionnaire.
STATUS:	Fieldwork Phase
STRATEGIC OBJECTIVES:	Create a Culture of Continuous Improvement

AGENCY/AREA:	Non-Audit Services
TITLE:	Follow-up Procedures of the FY 2020 Independent Auditor's Report on Internal Control over Financial Reporting and the Comprehensive Annual Financial Report (CAFR) Management Letter [Job No. 21-01-15 OFOS]
OBJECTIVES:	The objectives of this follow-up are to: (1) monitor the agencies progress in addressing problems noted in the Management Letter and Internal Control Compliance reports issued by the external auditors; (2) determine whether findings have been satisfactorily resolved or are still outstanding; and (3) perform test work to ensure that the agency is actually addressing those findings.
JUSTIFICATION:	The Office of Financial Operations and Systems obtains corrective action plans from effected agencies to mitigate the deficiencies identified by external auditors. The OIO provides an independent verification that actions were implemented as stated.
STATUS:	Reporting Phase
STRATEGIC OBJECTIVES:	Create a Culture of Continuous Improvement; Manage Risk and Prevent Fraud

AGENCY/AREA:	Non-Audit Services
TITLE:	Quarterly Verification of the Business Self-Assessment Process at the Office of Tax and Revenue [Job No. 21-03-22 OCRO]
OBJECTIVES:	The overall objective of this verification is to determine whether the tests conducted by the OTR personnel are performed in accordance with the program guidance and to identify opportunities for additional training on internal controls.
JUSTIFICATION:	The Office of the Chief Risk Officer (OCRO) established the self-assessment internal control program at the Office of Tax and Revenue to test controls on a monthly/quarterly basis to ensure controls are functioning as designed. The verification by OIO will provide additional assurance the conclusions reached in testing are proper and adequately supported.
STATUS:	Reporting Phase
STRATEGIC OBJECTIVES:	Create a Culture of Continuous Improvement; Improve Transparency and Quality of Information; Manage Risk and Prevent Fraud

CONTRACT ADMINISTRATION

CONTRACT NO.:	CFOPD- 20-C-009: Single Audi Services FY2021-FY2025
TITLE:	Single Audit Coordination of the District’s FY 2020-FY 2024 Single Audit Contract
OBJECTIVES:	The objectives of this project are to: (1) prepare the FY 2021 Schedule of Expenditures of Federal Awards (SEFA) for submission to the external auditors in accordance with the requirements as outlined in the Uniform Grant Guidance and the Federal Audit Clearinghouse Data Collection Form for Single Audit Submission; (2) prepare the Summary Schedule of Prior Audit Findings and Management Corrective Action Plan for submission to the external auditors; (3) follow-up on Single Audit issues, including alerting agencies on the consequences for not providing the requested documentation to the external auditors; (4) follow-up on Cognizant Federal Agency and other Federal Grantor Agencies communications on the Single Audit findings; (5) prepare for the Single Audit reporting phase close-out, including submission of the Federal Form – SF-SAC (Data Collection Form) to the Federal Audit Clearinghouse; and (6) fulfill the functions of the COTR for the Single Audit contract including: (a) monitoring the independent accountants conducting the audit; (b) assisting in resolution of the issues impacting the Single Audit with the contactors, Single Audit Committee, and the agencies who are recipients of the grant funding. This project does not produce a specific report for the oversight function. It is critical to the management of the contract.
JUSTIFICATION:	The Single Audit is mandated by law for agencies that receive federal financial assistance. The OCFO is responsible for the contracting of the required Single Audit of the District’s Federal grant funds. OIO was tasked with the responsibility of acting as the COTR for this contract.
STRATEGIC OBJECTIVES:	Improve Transparency and Quality of Information; Create a Culture of Continuous Improvement

**Summary of Planned and Ongoing Projects
Fiscal Year 2022**

Segment/Agency	Ongoing as of Oct. 1, 2021	FY 2022 Projects		
		Mandatory	Planned	Total
Office of Tax and Revenue	1		3	4
Office of Finance and Treasury	-		1	1
Office of Lottery and Gaming	-		-	-
Regulatory Audits	-	3		3
Cluster	2		1	3
Central Financial Operations	1		2	3
Executive Support Agencies	1		2	3
Non-Audit Services	2		2	4
Total	7	3	11	21

Note: Mandatory Audits are required by statute or regulation.