



TONI PRECKWINKLE

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of Commissioners**

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15th District

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17th District

Office of the County Auditor

Mary Modelski

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October 1, 2020

The Honorable Toni Preckwinkle, President
and Board of Cook County Commissioners
118 N. Clark Street, Room 537
Chicago, Illinois 60602

Dear President Preckwinkle and Board of Commissioners:

In accordance with the County Auditor Ordinance 11-O-93 Sec. 2-311.9, at the beginning of each fiscal year, the Auditor shall submit an audit schedule to the County Board for a referral to the Audit Committee for review and comment.

The following Audit Plan is prepared to provide a core guide for audits to be initiated during the fiscal year. Depending on workload and the other factors mentioned in the Audit Plan, some of these audits may not be initiated during the year, and other audits may be conducted that are not in this plan.

Based on the Fiscal Year 2021 budgeted staff level of four (4) Field Auditors, we have determined that we have approximately 692 audit days available. Based on the number of audit days available, our goal is to complete twelve (12) County-wide audits and four (4) Forest Preserve audits as outlined in Section V. – The Fiscal Year 2021 Audit Schedule. We will also continue our assistance to the Comptroller's office in the preparation of the November 30, 2020, Comprehensive Annual Financial Report (CAFR) and consultation on the CARES Act funds distribution. The Audit Plan also provides for management consulting requests, special audits, and assistance with special projects as the need is determined throughout the fiscal year.

We welcome the review of our Audit Plan for Fiscal Year 2021 and look forward to any comments or suggestions.

Respectfully Submitted,

Mary Modelski
County Auditor



COOK COUNTY
GOVERNMENT AND FOREST PRESERVES

OFFICE OF THE COUNTY AUDITOR

FISCAL YEAR 2021 AUDIT PLAN

SECTION I: INTRODUCTION

Authority

The Office of the County Auditor operates in accordance with the County Ordinance, Division 6 - Auditor, which grants the Office of the County Auditor the authority to conduct financial, management and performance audits of all Cook County departments, offices, boards, activities, agencies and programs and in any government entity that is funded in whole or in part by the County pursuant to the County's annual appropriation bill.

Mission

The mission of the Office of the County Auditor is to provide independent and objective assurance and consulting services designed to add value and improve the County's operations while promoting transparency and accountability in government. The Office of the County Auditor assists the County in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of countywide risk management, control, and governance processes.

Role

An Internal Audit department plays a significant role in the development and sustainability of a strong internal control system. The Internal Audit activity provides assurance to management and the Audit Committee that risks to the organization are understood and managed appropriately. The following are the major roles and responsibilities of the Internal Audit function.

- ❖ Assess risk Countywide to identify the audit universe and apply audit resources most effectively and efficiently.
- ❖ Conduct value-added audits in a professional manner with high integrity.
- ❖ Evaluate and provide reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organization's objectives and goals to be met.
- ❖ Report non-compliance issues and internal control deficiencies directly to the President, Board of Commissioners, and Audit Committee and provide recommendations for improving the organization's operations, in terms of both efficiencies and effectiveness.
- ❖ Assess the information technology environment and associated risk exposures.
- ❖ Maintain open communication with the Board, Cook County leadership, and Audit Committee.
- ❖ Team with other internal and external resources to assess implementation and overall project controls, as appropriate.
- ❖ Adhere to auditing standards.
- ❖ Comply with continuous education and staff development requirements.

Standards

The Office of the County Auditor adheres to the following standards in conducting audits:

- ❖ Generally Accepted Government Auditing Standards (The Yellow Book)
- ❖ The Institute of Internal Audit, International Standards for the Professional Practice of Internal Auditing
- ❖ ISACA IS Auditing Standards and Guidelines

SECTION II: APPROACH

The Institute of Internal Audit, International Standards for the Professional Practice of Internal Auditing version 2017, Standard 2010 - Planning requires *the chief audit executive must establish a risk-based plan to determine the priorities of the internal audit activity, consistent with the organizations goals.*

As part of the development of the Fiscal Year 2021 Audit Plan, the Office of the County Auditor utilized the Countywide Risk Assessment Program. The Countywide Risk Assessment provides a basis for the preparation of the Annual Audit Plan while enhancing the objectivity and transparency of the audit process. Key factors across the various offices and departments are evaluated to assess risk and allocate audit resources. A risk assessment is essential to ensuring that audit resources are applied most effectively and efficiently.

For Fiscal Year 2021, the audit universe consisted of a high-level survey of all departments, Bureaus, Office of Elected Officials, along with interviews with the President, select Elected Officials and Commissioners and the Forest Preserve District. The following are the risk factors that were applied:

- ❖ Public Exposure
- ❖ Compliance with Regulations
- ❖ Employee Turnover
- ❖ Audit Coverage
- ❖ Financial Impact (Appropriation, Revenue, Expenses, Contracts, Grants)
- ❖ Automation
- ❖ Sensitivity and Confidentiality

SECTION III: AUDIT PLAN IMPLEMENTATION

The Audit Plan is a fluid document. The Audit Plan consists of higher risk and mandated, by statute or ordinance, areas identified for audit. Based upon current resources, the Office of the County Auditor will focus on these audit areas to ensure the best coverage. The Audit Plan and/or the nature and timing of the audits may vary based on the following:

- ❖ Requests by management.
- ❖ Changes in laws, statutes, regulations, and other mandates.
- ❖ Major changes in operations, programs, systems, and/or controls.
- ❖ Availability of key personnel.
- ❖ Potential loss and risk exposure.
- ❖ Changes in audit resources.

SECTION IV: AUDIT RESOURCES

FACTOR	HOURS	HOURS DEDICATED
Number of work hours per year/person	2080	
Required continuing professional education (CPE)		80
Vacation		80
Sick		40
Administrative tasks (based upon 15%)		312
Holidays (13)		104
County mandated training		80
Total	2080	696
Available hours to audit per Field Auditor	1384	
Number of hours to audit for four (4) Field Auditors	5536	
Number of days to audit for four (4) Field Auditors	692	

SECTION V: AUDIT SCHEDULE

TITLE	AREA	HOURS/DAYS
Elliott Inventory Management System Implementation	Emergency Management	240/30
Fines collection and distribution process	Clerk of Courts – Traffic	560/70
Fines collection and distribution process	Chief Judge - Adult Probation	560/70
Technology Asset Inventory	Sheriff	520/65
Technology Asset Inventory	County Clerk	560/70
Commissary Annual Report	Corrections	120/15
Inmate Welfare Fund	Corrections	240/30
Census 2020 – Lessons Learned	Economic Development	120/15
Employee Reimbursement Process	Finance	480/60
Justice Advisory Council Grant Utilization	Justice Advisory Council	120/15
Fleet Management – Take Home Car Program	Bureau of Administration	480/60
Automation Fund	Treasurer’s Office	160/20
FOREST PRESERVE SPECIFIC AUDITS:		
Contract Award (Pool and Room Rental)	Forest Preserve	216/27
Contract Award (Glen Grove, Go Ape, Skokie Lagoons)	Forest Preserve	480/60
Human Resource On/Off-Boarding Process	Forest Preserve	200/25
Revenue Collection Process	Forest Preserve	480/60
OTHER AUDIT SERVICES:		
Annual CAFR Assistance	Countywide	
CARES Act Fund Consultation	Finance – Economic Development	
External Attorney Invoice Review	States Attorney	
GASB 84 Implementation	Finance	