

FORT WORTH[®]



CITY OF FORT WORTH DEPARTMENT OF INTERNAL AUDIT

FY2025 Proposed Annual Audit Plan



Purpose

The purpose of the FY2025 Proposed Annual Audit Plan is to outline audits and other activities the Department of Internal Audit proposes to conduct during the fiscal year. The Plan is developed to satisfy applicable auditing standards and responsibilities established by Section 2-37 of the Fort Worth City Code.

The Plan is a working document in that the City Auditor may make changes to the Plan, as deemed necessary in professional judgment, to reflect changing risks. However, the Audit Committee will be notified of any significant additions, deletions, or other changes.

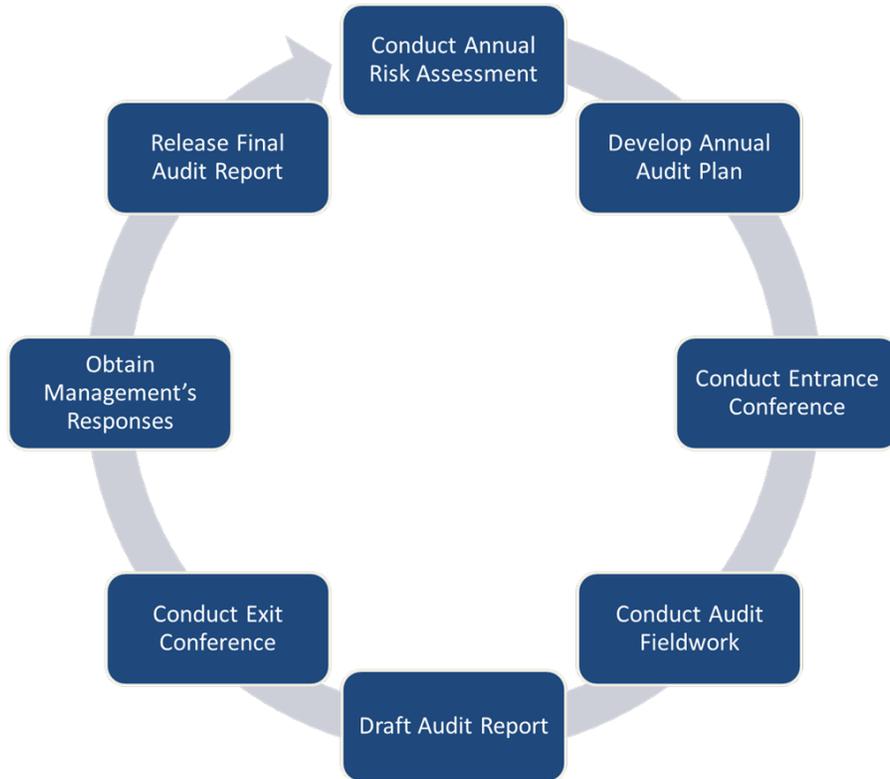
Audit Coverage

Audits included in the FY2025 Proposed Annual Audit Plan were identified through a general risk assessment. Sources used to identify the audit population primarily consisted of management's responses to the audit plan questionnaire, internal audit staff's knowledge of City of Fort Worth and local government operations, feedback from the Mayor and City Council, media requests, prior internal and external audits, and a review of City financial documents.

Risk factors taken into consideration included: 1) time since last audit/prior audit results; 2) extent of laws and regulations; 3) potential for negative publicity; 4) organizational, operational and/or technological changes; and 5) liquidity of assets. The Plan includes audits related to operational effectiveness and efficiency, internal controls, compliance with applicable laws, policies and procedures and regulations, follow-up to prior internal and external audits, and on-going data analysis.

Audits included in the FY2025 Proposed Annual Audit Plan are based on estimated available audit staff hours, and staff expertise. The Plan also includes a total of 1,200 unassigned hours that have been set aside to perform special audits, investigations, projects, etc. as directed by the Mayor, City Council, Audit Committee and/or as requested by the City Manager.

Internal Audit Process



Audit Objectives

Proposed FY2025 audits are listed, alphabetically, on the following pages. While general audit objectives are noted, these objectives may change once staff has established more familiarity with the department and/or function. At that time, potential issues will be identified and the specific audit objectives and methodology will be developed as deemed necessary.

Audits

Artificial Intelligence (AI)	Housing Finance Corporation Expense Review
Container Hauling Fees	Implementation of New and Changed Fees
Create Fort Worth	Minority/Woman-Owned Disadvantaged Business Goal Setting
Crime Control and Prevention District (Non-Profits)	Municipal Court Case Processing
Enterprise-Wide Grants Governance	Special Requests
Food and Beverage Revenue Point-of-Sale System	Data Analysis (On-Going)
Homeless Response Efforts	Follow-Up Audits (On-Going)

Carry-Over Audits

- City Hall Relocation
- Crime Control and Prevention District (Police)
- Development Services
- Neighborhood Services – Affordable Housing
- Ransomware Preparedness

Follow-Up Audits

City Vehicle Accident Prevention	Library Programs
Construction (Property Management)	Expending of Transportation Impact Fees
Construction (Transportation and Public Works)	Inventory Controls
Construction (Water)	Social Media
Crime Control and Prevention District (Police)	Tree Mitigation Fund
Delinquent Accounts	Utility Franchise Fees

Audit/Project	Preliminary Audit Objective(s)	MAYOR AND COUNCIL STRATEGIC GOALS				
		Economic Development	Community Investment	Community Safety	Infrastructure	Responsible Growth
Artificial Intelligence (AI)	To determine whether written procedures have been developed to help ensure proper governance, and to assess the City's use of AI, if any.	X	X	X	X	X
Container Hauling Fees	To evaluate management's implementation of consultant recommendations, and determine whether management's implementation of the consultant recommendations resulted in correct billings to/payments from haulers	X	X	X	X	X
Create Fort Worth	To ensure compliance with contract requirements	X	X	X	X	X
Crime Control and Prevention District (Non-Profits)	To assess the effectiveness of internal controls over CCPD funds granted to non-profit organizations, and to ensure that disbursed funds were spent appropriately and were adequately supported	X	X	X	X	X
Enterprise-Wide Grants Governance	To evaluate the process by which the City complies with grant requirements, and to assess uniformity of the grants management process across all departments	X	X	X	X	X
Food and Beverage Revenue - Point-of-Sale System	To determine whether internal controls within the point-of-sale system (Appetize) help ensure accountability for and accuracy of revenue reported by concessionaries and recorded by the City of Fort Worth	X	X			X
Homeless Response Efforts	To evaluate the City's homeless response efforts	X	X	X	X	X
Housing Finance Corporation Expenditure Review	To evaluate the process by which Housing Finance Corporation expenses are reviewed and approved	X	X	X	X	X

Audit/Project	Preliminary Audit Objective(s)	MAYOR AND COUNCIL STRATEGIC GOALS				
		Economic Development	Community Investment	Community Safety	Infrastructure	Responsible Growth
Implementation of New and Fee Changes	To determine whether authorized fee changes were properly reflected in payments remitted to the City	X	X		X	X
Minority / Woman-Owned / Disadvantaged Business Goals	To evaluate the process by which Minority, Woman-Owned, and/or Disadvantaged Business goals are determined, by project	X	X		X	X
Municipal Court Case Processing	To evaluate the effectiveness and efficiency by which municipal court cases are processed	X	X	X	X	X
Special Requests	As directed by the Mayor, City Council or Audit Committee, and/or as requested by the City Manager	X	X	X	X	X
City Vehicle Accident Prevention Follow-Up	To determine the implementation status of prior internal audit recommendations			X		
Construction (Property Management) Follow-Up	To determine the implementation status of prior internal audit recommendations	X	X	X	X	X
Construction (Transportation and Public Works) Follow-Up	To determine the implementation status of prior internal audit recommendations	X	X	X	X	X
Construction (Water) Follow-Up	To determine the implementation status of prior internal audit recommendations	X	X	X	X	X
Crime Control and Prevention District (Police Department) Follow-Up	To determine the implementation status of prior internal audit recommendations	X	X	X	X	X

Audit/Project	Preliminary Audit Objective(s)	MAYOR AND COUNCIL STRATEGIC GOALS				
		Economic Development	Community Investment	Community Safety	Infrastructure	Responsible Growth
Delinquent Accounts Follow-Up	To determine the implementation status of prior internal audit recommendations		X			
Expending of Transportation Impact Fees Follow-Up	To determine the implementation status of prior internal audit recommendations	X	X	X	X	X
Inventory Controls Follow-Up	To determine the implementation status of prior internal audit recommendations		X			
Library Programs and Services Follow-Up	To determine the implementation status of prior internal audit recommendations		X	X		X
Social Media Follow-Up	To determine the implementation status of prior internal audit recommendations	X	X	X	X	X
Tree Mitigation Fund Follow-Up	To determine the implementation status of prior internal audit recommendations	X	X	X	X	X
Utility Franchise Fees Follow-Up	To determine the implementation status of prior internal audit recommendations	X	X	X	X	X

On-Going Data Analysis

The FY2025 Annual Audit Plan also includes on-going data analysis to identify anomalies: 1) within City of Fort Worth automated systems and 2) between City and third party (e.g., Texas State Comptroller) data. On-going data analysis also includes tasks such as analyzing general ledger activity, conducting trend analysis, etc. Results that indicate a need for an audit will be presented to the Audit Committee, with a recommendation to amend the Annual Audit Plan.

Audit Cycle

An objective of the Department of Internal Audit is to establish a cycle that ensures each operating department is audited at least once every five (5) years. The following table depicts our plan to accomplish this objective.

Department	FY2021	FY2022	FY2023	FY2024	FY2025
Aviation			X		
Code Compliance		X	X		
Communications & Public Engagement	X			X	
Development Services (formerly, Planning and Development)		X	X		
Diversity & Inclusion					X
Economic Development					X
Environmental Services (formerly a section within Code Compliance)	N/A	N/A	N/A		X
Financial Management Services	X		X	X	
Fire					
Human Resources	X	X		X	
Information Technology Solutions	X		X	X	
Library				X	
Municipal Court					
Neighborhood Services	X			X	
Park and Recreation		X			
The FWLab (formerly, Planning and Data Analytics)	X		X	X	
Police		X	X	X	X
Property Management		X	X		
Public Events					X
Transportation and Public Works	X	X		X	
Water	X	X	X	X	



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