

AUDIT PLAN FY 2019-20

1. INCURRED COST CONTRACT COMPLIANCE AUDITS (IN PROGRESS)

Purpose: Determine reasonableness and allowability of costs reimbursed under contract. Contracts will be selected based on risk factors of dollar value, number of contracts, and management requests. HSR 14-66 in progress. Audit encompasses prime and 19 subconsultants for three fiscal years of reimbursements. Total audit budget is 13,520 hours. Progress: one subconsultant completed in FY 18/19, four in progress, and three under supervisor review.

Budgeted Resources: 4,222

Estimated completion: FY 20/21

2. GOVERNANCE (IN PROGRESS)

Purpose: Determine if organizational lines of authority are supported by delegations of authority. Determine if roles and responsibilities are clearly defined. Identify gaps or redundancies in responsibilities among resources (State, Rail Delivery Partner, Project Construction Management, Regional Consultant).

Budgeted Resources: 800 hours

Estimated completion: Spring 2020

3. WORKPLAN DEVELOPMENT (IN PROGRESS)

Purpose: Assess the economy and efficiency of the workplan and/or task order development process, as well as the process for workplan/task order changes. Determine if policies and procedures are followed. Determine if roles and responsibilities are clearly defined and followed.

Budgeted Resources: 800 hours

Estimated completion: Spring 2020

4. CONTRACT CHANGES (IN PROGRESS)

Purpose: Determine if contract change orders comply with policies and procedures and all required documents are maintained in project/contract files. Assess the coherence of supporting documentation.

Budgeted Resources: 800 hours

Estimated completion: Spring 2020

5. CONTRACT MANAGEMENT

Purpose: Determine if contract managers are managing assigned contracts in compliance with policy and procedures. Follow up on issues identified in the State Auditor's report to determine if implemented actions corrected the findings/issues.

Budgeted Resources: 1150 hours

Estimated completion: Summer 2020

6. INVOICE REVIEW AND APPROVAL

Purpose: Determine if contract managers are complying with the Authority's invoice policy and procedure, CADM-04.

Budgeted Resources: 800 hours

Estimated completion: Summer 2020

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7. ARRA GRANT MATCHING CONTRIBUTIONS

Purpose: Determine if the Authority has a process/procedure for identifying matching contributions in accordance with ARRA grant requirements.

Budgeted Resources: 800 hours

Estimated completion: Summer 2020

8. SPECIAL REQUESTS

Purpose: Hours reserved for audits requested by the Board or management throughout the fiscal year.

Estimated Resources: 1,525 hours

Estimated completion: As needed/requested

Draft and deliberative