

PALM BEACH COUNTY

BOARD of COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: 01/14/2014

Consent Regular
 Public Hearing

Department:

Submitted By: Internal Auditor's Office

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- A. Addition of the Internal Audit Manager position to the complement of the County Internal Auditor's Office; and
- B. Approve a \$5 2,828 budget transfer from the General Fund Contingency Reserve to fund the position for the remainder of fiscal year 2014.

Summary: The previous audit manager retired in August 2012 and the position was reclassified to a senior auditor based on the county internal auditor's belief that he could perform the duties of both positions and that an additional auditor was more important. Subsequently, the county internal auditor has been overwhelmed by the duties of both positions and has realized that an audit manager position is essential to the effective functioning of the office. The county internal audit committee reviewed this situation in November, 2013 and unanimously supports this request. Countywide (PFK)

Background and Policy Issues: The Internal Auditor's Office has had an audit manager position since the early 1990s when there were 12 staff in the office. Due to recent budget reductions the staff was reduced to 8 positions in FY 2011. With the retirement of the previous audit manager in August 2012, the internal auditor believed he could handle the duties of both positions and that reclassifying the audit manager position to a senior auditor would enhance the productivity of the office. Since then the internal auditor has been overwhelmed by the duties of both positions producing a reduction in the productivity of the office. The matter was brought to the audit committee for consideration in November 2013. The audit committee determined that reinstatement of the former audit manager position was necessary and unanimously approved requesting the new position.

Attachment:

Memorandum from Mark J. Burger, Chairman, Internal Audit Committee
Budget Transfer form

Recommended by: Joseph F. Bergeron 17 Dec 2013
Internal Auditor Date

Recommended by: Pat J. [Signature] 12/23/13
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures					
Operating Costs	\$52,828				
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$52,828				
# ADDITIONAL FTE	1				
POSITIONS (Cumulative)					

Is Item Included In Current Budget? Yes _____ No X

Budget Account No.: Fund 0001 Agency 500 Org. 5000 Object _____
 Program Number _____ Revenue Source _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

General fund contingency reserve

A. Department Fiscal Review:

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 12/20
 Budget/OFMB
 12/19

[Signature] 12/23/13
 Contract Administration
 12-23-13 B. Wheel

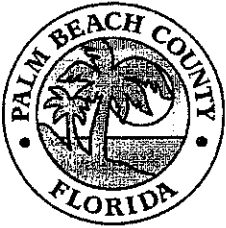
B. Legal Sufficiency:

[Signature] 12/23/13
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.



Internal Auditor's Office

2300 North Jog Road
West Palm Beach, FL 33411
(561) 681-4480
FAX: (561) 681-4490
www.pbcgov.com/internalauditor



**Palm Beach County
Board of County
Commissioners**

Priscilla A. Taylor, Mayor
Paulette Burdick, Vice Mayor

Hal R. Valeche
Shelley Vana
Steven L. Abrams
Mary Lou Berger
Jess R. Santamaria

County Administrator

Robert Weisman

Date: December 10, 2013

To: Priscilla Taylor, Mayor and Members of the Board
of County Commissioners

From: Mark J. Burger, CPA, Chairman and Members of the Internal
Audit Committee

Re: Reestablishment of the Position of Internal Audit Manager

When the former Internal Audit Manager retired in August 2012, the County Internal Auditor made a decision to assume the duties of the Audit Manager in addition to his normal activities and allowed the position to be reclassified to a Senior Auditor position in the Department's budget.

Based on the current staffing and activity of the Internal Audit Department, the Internal Audit Committee has concluded that, despite the Internal Auditors best efforts, the position of Internal Audit Manager should not have been reclassified. In attempting to perform both his job, and that of the former audit manager, the County Internal Auditor has been overwhelmed with detailed reviews and oversight of the daily audit work to the detriment of his essential responsibilities.

We believe the position of Internal Audit Manager is necessary to support the proper functioning of the internal audit office by providing the detailed reviews and oversight necessary to conduct audits at the highest level in compliance with Government Auditing Standards while providing effective on-the-job training.

Accordingly, we respectfully request the Board of County Commissioners reestablish the position of Internal Audit Manager along with the necessary funding to support the position.

Attachment # 1

2014 - **0279**

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER**

Fund 0001 General Fund

BGEX 500-12111300000000476

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 12/11/13	REMAINING BALANCE
<u>Expenditures</u>							
500-5000-1201 Salaries and Wages Regular	744,248	744,248	42,500	0	786,748	134,140	652,608
500-5000-2101 FICA Taxes	42,663	42,663	2,635	0	45,298	6,477	38,821
500-5000-2105 FICA Medicare	10,478	10,478	616	0	11,094	1,913	9,181
500-5000-2201 Retirement Contributions - FRS	69,142	69,142	1,275	0	70,417	12,953	57,464
500-5000-2301 Insurance - Life and Health	92,832	92,832	5,802	0	98,634	15,676	82,958
820-9900-9901 Contingency Reserves	20,000,000	20,030,508	0	52,828	19,977,680		19,977,680
TOTAL APPROPRIATIONS & EXPENDITURES			52,828	52,828			

Attachment #

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Internal Auditor's Office

Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF January 14, 2014

INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Joseph T. Bergeron 17 Dec 2013
[Signature] 12/18/13

Deputy Clerk to the
Board of County Commissioners

pm 12/19