

ATTACHMENT I

ESTIMATED TIME SCHEDULE FOR COMPREHENSIVE INTERNAL AUDIT PLAN

COUNTYWIDE RISK ASSESSMENT AND AUDIT PLAN

SUMMIT COUNTY, OHIO

The Comprehensive Internal Audit Program entails completing internal audits on all defined county audit areas utilizing individually estimated time frames for completion of each audit. The estimation is based on the department or agency's complexity of transactions, budget, number of employees, and past audit evaluations. Time estimations for Comprehensive Internal Audits include provisions for the completion of 39 internal audits and additional time allotted for a limited number of special audits per year that might occur throughout the estimated overall time frame either by request or necessity.

Time Allocated to Complete Comprehensive Internal Audits	Total Hours for Comprehensive Audits (39 Audits)	Special Audits (Estimating 25 Audits over entire period)	Total Hours Allocated	Percentage of Time Allocated
Research	1,515	970	2,485	10%
Planning:				
Advance Memo	91	60	151	1%
Audit Planning Memo	158	100	258	1%
Audit Program	206	130	336	1%
Entrance Meeting	156	100	256	1%
Documentation of operations & controls	1,304	835	2,139	9%
Testing and analytical reviews	9,780	6,270	16,050	64%
Possible Audit Comments	330	210	540	2%
Reporting:				
Closing Conference	402	260	662	3%
Preliminary Audit Report	320	205	525	2%
Review of Management Action Plans	172	110	282	1%
Final Audit Report	316	205	521	2%
Follow-up Action Plan	172	110	282	1%
Workpaper review comments	328	210	538	2%
Totals	15,250	9,775	25,025	100%

TOTAL ESTIMATED HOURS: 25,025 Hours

ESTIMATED TIME TO COMPLETE (with current staff levels): 4.8 Years

Yearly Estimates of Time Chargeable to Comprehensive Internal Audits										
	Staff of 5		Staff of 6		Staff of 7		Staff of 8		Staff of 9	
Director	1	500	1	500	1	500	1	500	1	500
Deputy Director	1	1,200	1	1,200	1	1,200	1	1,200	1	1,200
Senior Auditor	1	1,300	1	1,300	1	1,300	1	1,300	1	1,300
Auditor(s)	1	1,300	2	2,600	3	3,900	4	5,200	5	6,500
Executive Assistant	1	925	1	925	1	925	1	925	1	925
TOTAL EST. HOURS		<u>5,225</u>		<u>6,525</u>		<u>7,825</u>		<u>9,125</u>		<u>10,425</u>
		4.8		3.8		3.2		2.7		2.4