

PARISH OF CADDO
Proposed Internal Audit Process
Submitted October 2017 for 2018

Sec. 4-05(8) of the Caddo Parish Charter requires that the Parish Administrator, as chief executive officer of the parish government, provide and establish a system of internal audit of the affairs of the parish, **subject to approval by the Commission**. Following is the Parish Administrator's recommendation for establishing an internal audit process for the Parish of Caddo.

Submission of the Audit Plan

By the second regular Commission meeting of each year, the Parish Administrator shall submit an annual audit plan **to the Caddo Parish Commission for review and approval**. As part of these deliberations, the commissioners shall be invited to recommend areas for inclusion in the plan **through the Audit and Finance Committee**. The plan shall include the auditees scheduled for audit during the year, a statement of the scope of the audit and the estimated time required to complete the audit. The annual audit plan shall be transmitted **to the Commission for final approval as a resolution**. Any changes to the audit plan would require the **approval of the Commission**. **The Commission will determine if submission to a subcommittee is required; the Commission is asked to approve** the plan no later than the second regular Commission meeting in February.

Performance of the Internal Audit Services

It is the Administrator's recommendation that internal audit services for all Parish departments and funded agencies be outsourced to a third-party contractor from the approved list from the Louisiana Legislative Auditor. The Parish will request sealed competitive proposals for the internal audit services.

- The selected audit firm will be responsible for performing all of the services and complying with all requirements of the request for proposal (RFP) for a period of one-year with a maximum four (4) one-year extensions if **approved by the Caddo Parish Commission**.
- The selected audit firm shall be independent of all the programs, functions, operations, and activities that will be audited, to ensure the impartiality and credibility of the audit work undertaken.
- The selected audit firm shall ensure all work complies with industry standards and best practices related to any function under audit.
- The Parish's current external auditor for its year-end financial statements will not be permitted to submit a proposal to the RFP.
- If the plan is approved, the RFP will be issued by January 31, 2018 and commencement of work will begin no later than May 1, 2018.

Proposal Evaluation and Contract Award

The Parish will conduct a fair, comprehensive, and impartial evaluation of all proposals received in response to the RFP using an evaluation committee comprised of the following:

PARISH OF CADDO
Proposed Internal Audit Process
Submitted October 2017 for 2018

- President of the Commission
- Vice-President of the Commission
- Parliamentarian of the Commission
- Chair of the Audit and Finance Committee
- Parish Administrator & CEO
- Director of Finance and Human Resources
- Parish Attorney

Each member of the evaluation committee will conduct an independent review of each proposal submitted and will assign each proposal/respondent a score. These scores will be averaged for each respondent. The evaluation committee may request clarification of information or representations in any of the proposals before completing the initial evaluation.

Schedule of Audits

The initial audit will be of the Department of Animal Services and Mosquito Control given the issues that have been presented relating to this department. All future audits considered for the audit plan will be compiled from suggestions by Parish Administration, Caddo Commission members, as well as complaints and other sources of information. The selected audit firm will evaluate and rate the suggestions using a risk assessment matrix prepared by the selected audit firm. The number of audits selected for the plan will be based on the impact the audit would have (the problem or risks it would address and the likely types of findings and recommendations to result); the sensitivity, complexity, and difficulty of the project compared to its likely impact; staff qualifications and other resources available; and the breadth and depth of audit coverage across Parish government. It is anticipated that a multi-year internal audit schedule would be developed covering the following functions:

- **Administration and Legal**
- **Commission & Commission Clerk**
- **Animal Services and Mosquito Control**
- **Facilities and Maintenance**
 - Caddo Correctional Center (CCC)
 - Caddo Parish Courthouse
 - Caddo Parish Health Units
- **Finance and Human Resources**
 - Accounting
 - Human Resources
 - Purchasing
 - Information Systems
- **Juvenile Services**
 - Probation

PARISH OF CADDO
Proposed Internal Audit Process
Submitted October 2017 for 2018

- Detention
- **Parks and Recreation**
- **Public Works**
 - Adjudicated Property
 - CVEU Unit
 - Fleet Services
 - North Camp
 - South Camp
 - Solid Waste
- **Parish Funded Agencies** – Biomedical Research Foundation, Coroner’s Office, District Attorney’s Office, First Judicial District Court, LSU Extension Service, Juvenile Court, and the Registrar of Voters
- **Non-Governmental Organizations (NGOs)**
- **Special Audits** – The Parish may request the selected audit firm to provide additional audits outside of the functions noted above. Any special audits not included in the audit plan would **require the approval of the Commission.**

Reporting

- On completion of each audit, the audit firm shall distribute the report simultaneously to the Caddo Parish Commission and the Parish Administrator and CEO.
- On a quarterly basis, a report on progress against the plan, corrective action recommendations, and administrative matters will be presented to the Audit and Finance Committee until all items are deemed complete.