

**Orange County Transportation Authority  
Internal Audit Department  
Fiscal Year 2022-23 Internal Audit Plan  
Second Quarter Update**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours	Staff Hours To Date	Under (Over)	Status (Date Issued)
<b>Mandatory External Independent Audits</b>							
Annual Financial Audits and Agreed-Upon Procedures (AUP) Reviews	FY23-001 through FY23-004	Coordinate and report on annual financial and AUP reviews for fiscal year (FY) 2021-22.	Financial	420	236	184	In Process
External Regulatory Audits	FY23-005	Coordinate and report on external audits by regulatory or funding agencies.	Compliance	60		60	
<b>Internal Audit Department (Internal Audit) Projects</b>							
Risk Assessment and Annual Audit Plan	FY23-100	Preparation of the annual audit plan, quarterly updates to the audit plan, and periodic assessment of risk throughout the year, including monitoring the audit results of related entities.	Audit Plan and Updates	180	37	143	
Quality Assurance and Self-Assessment	FY23-101	Update of Internal Audit Policies & Procedures. Annual self assessment of Internal Audit's compliance with Generally Accepted Government Auditing Standards.	Quality Assurance	180	54	126	
Fraud Hotline Activities	FY23-102	Administrative duties related to maintenance of the Fraud Hotline and work related to investigations of reports of fraud, waste, or abuse.	Fraud Hotline	160	70	90	4 Reports Received
Automated Workpaper Solution	FY23-103	System updates/training related to automated workpaper solution.	Workpaper System	40	27	14	
<b>Internal Audits</b>							
<b>Clerk of the Board</b>							
Public Records Requests	FY22-510	Assess and test controls in place to ensure compliance with regulations, policies, and procedures for processing Public Records Act requests.	Compliance	180	138	43	Complete 8-10-22
<b>Planning</b>							
Comprehensive Transportation Funding Programs	FY23-508	Audit selected projects for compliance with Measure M2 Ordinance, policies, and procedures.	Compliance	320	444	(124)	In Process
<b>People and Community Engagement</b>							
Training and Educational Reimbursement	FY23-503	Assess and test the adequacy of controls related to employee training administration and educational reimbursements, and determine compliance with policies and procedures.	Operational	240	371.5	(132)	In Process

**Orange County Transportation Authority  
Internal Audit Department  
Fiscal Year 2022-23 Internal Audit Plan  
Second Quarter Update**

<b>Audit Activity</b>	<b>Project Number</b>	<b>Description</b>	<b>Primary Audit Type</b>	<b>Planned Staff Hours</b>	<b>Staff Hours To Date</b>	<b>Under (Over)</b>	<b>Status (Date Issued)</b>
Life Insurance Benefits	FY23-5XX	Assess and test policies, procedures, and controls over administration of employee life insurance benefits.	Operational	240	79	161	In Process
Workers' Compensation	FY23-501	Assess and test controls related to administration of Workers' Compensation claims, including contractor support.	Operational	300	390	(90)	In Process
Customer Information Center	FY23-5XX	Assess and test oversight, contract compliance, and invoice review controls related to the provision of services by the third-party provider.	Internal Control/ Compliance	240		240	
<b>Capital Programs</b>							
OC Streetcar - Design and Construction	FY22-505	Assess and test oversight controls, contract compliance, and invoice review controls related to construction of the OC Streetcar project.	Internal Control / Compliance	24	18	6	Complete 7-13-22
On-Call Right-of-Way (ROW) and Appraisal Services	FY22-511	Assess and test oversight, contract compliance, and invoice review controls over the use of consultant services for ROW and appraisal services.	Internal Control / Compliance	80	180	(100)	Complete 11-16-22
Anaheim Canyon Station Improvements	FY23-5XX	Assess and test oversight controls, contract compliance, and invoice review controls related to the Anaheim Canyon Station Improvements project.	Internal Control / Compliance	300		300	
OC 405 Partners	FY23-5XX	Assess and test oversight controls, contract compliance, and invoice review controls related to the OC 405 design-build project.	Internal Control / Compliance	400		400	
<b>Operations</b>							
OC ACCESS Eligibility	FY23-XXX	Review ACCESS eligibility process, assess and test oversight controls, contract compliance, and invoice review controls.	Operational / Compliance	280	69	211	In Process
Non-Revenue Vehicle Purchases and Assignment	FY22-512	Review non-revenue vehicle and accessory purchases and assignments to determine compliance with policies and procedures and evaluate activities to assess economy and efficiency.	Internal Control/ Operational	40	48	(8)	Complete 8-23-22

**Orange County Transportation Authority  
Internal Audit Department  
Fiscal Year 2022-23 Internal Audit Plan  
Second Quarter Update**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours	Staff Hours To Date	Under (Over)	Status (Date Issued)
<b>Finance and Administration</b>							
Treasury	FY23-502	Semi-annual review of investments: compliance, controls, and reporting.	Compliance	300	233	67	1 Report Issued 9-30-22
Accounts Payable	FY23-5XX	Assess and test controls over accounts payable operations.	Operational	320	31	289	
Lost and Found Operations	FY23-5XX	Assess and test controls and activities of lost and found operations.	Operational	220		220	
Cybersecurity	FY23-5XX	Design a scope of work and procure an audit consultant to evaluate OCTA's Cybersecurity program.	Internal Control/ Operational	100	15	85	In Process
Independent Cost Estimates	FY22-513	Review and test controls to ensure independent cost estimates are properly prepared and in compliance with regulations, policy, and procedures.	Internal Control/ Compliance	160	309	(149)	Complete 10-25-22
Price Reviews	PR23-XXX	As requested by the Contracts Administration and Materials Management (CMM) Department, apply AUP to sole source, single bid, and architectural and engineering firm proposals.	Price Review	900	203	698	7 Reports Issued
Buy America	PR23-XXX	As requested by CMM, apply AUP to determine compliance with Buy America requirements.	Buy America	120	157	(37)	1 Report Issued
<b>Government Relations</b>							
State and Federal Consultant Contracts	FY23-5XX	Assess and test oversight, contract compliance, and invoice review controls related to state and federal consultant activities.	Internal Control/ Compliance	240	13	227	

**Orange County Transportation Authority  
Internal Audit Department  
Fiscal Year 2022-23 Internal Audit Plan  
Second Quarter Update**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours	Staff Hours To Date	Under (Over)	Status (Date Issued)
<b>Unscheduled Reviews and Special Requests</b>							
Unscheduled Reviews and Special Requests	FY23-800	Time allowed for unplanned audits and requests from the Board of Directors (Board) or management.	Varies	240	13	227	
<b>Monitoring Activities</b>							
Measure M Taxpayer Oversight Committee (TOC)	FY23-601	Coordination of audit activities on behalf of the Audit Subcommittee of the TOC.	Administrative Support	60	8	52	
Metrolink Audit Activities	FY23-602	Review/monitor audit results of Metrolink activities.	Non-Audit Service	20		20	
Bus Base Inspections	FY23-603	At the request of the Operations Division, participate in annual base inspections.	Non-Audit Service	80	22	58	In Process
<b>Follow-Up Reviews</b>							
Follow-Up Reviews and Reporting	FY23-700	Follow-up on the status of management's implementation of audit recommendations.	Follow-Up	240	222	18	
<b>Total Audit Project Planned Hours (A)</b>				<b>6,684</b>	<b>3,386</b>		

**Orange County Transportation Authority  
Internal Audit Department  
Fiscal Year 2022-23 Internal Audit Plan  
Second Quarter Update**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours	Staff Hours To Date	Under (Over)	Status (Date Issued)
<b>Internal Audit Administration</b>							
Board and Committee Meetings				180	82	98	
Executive Steering and Agenda Setting Meetings				180	54	126	
Internal Audit Staff Meetings				140	100	41	
Other Administration				1,500	710	791	
<b>Total Hours (B)</b>				<b>8,684</b>	<b>4,331</b>		
<b>Department Target Efficiency (A/B)</b>				75%	78%		
<b>Target Efficiency - Professional Staff</b>				80%	84%		

**Contingency: Internal Audit**

Bus Advertising Revenue	FY23-5XX	Assess and test oversight and contract compliance controls related to the agreement for bus advertising.
-------------------------	----------	----------------------------------------------------------------------------------------------------------