Office of the City Auditor

Approved Annual Audit Plan
Fiscal Year 2024

Office of the City Auditor

Final FY2024 Annual Audit Plan (approved August 31, 2023)

Proj #	Department	Program or Project	Estimated Hours	Objective
AU24-001	Aviation	Landing Fees	500	Determine if landing fees charged to airlines at San Antonio airports are accurate, complete, and in compliance with contracts and regulations.
AU24-002	Aviation	Valet Services Contract	500	Determine if the Aviation contract for valet services is adequately managed and associated parties are in compliance with terms.
AU24-003	Aviation	Aviation Construction Projects	1,500	Hours allocated for audits of Aviation construction contracts. Specific contracts to be determined.
AU24-004	Building and Equipment Services	Fueling Facilities	750	Determine if adequate controls are in place in the fleet fuel inventory facilities.
AU24-005	City Center and Downtown	Go Rio San Antonio Contract	400	Determine if the Go Rio contract is adequately monitored and key terms are complied with.
AU24-006	Convention and Sports Facilities	Alamodome Concessions Contract	750	Determine if concessions and catering contracts at the Alamodome are monitored and parties are in compliance with contract terms.
AU24-007	Convention and Sports Facilities	Visit SA Contract	500	Determine if the Visit San Antonio contract is adequately monitored and key terms are complied with.
AU24-008	Economic Development	Construction Recovery Grants Program	500	Determine if the construction recovery grants program was administered in compliance with Council direction and adopted policies and procedures.
AU24-009	Economic Development	SAGE Storefront Grant Program	350	Determine if parties are in compliance with the economic development agreement between the City and SAGE (San Antonio for Growth on the Eastside).
AU24-010	Finance	P-Card	500	Determine if the P-Card program is managed in compliance with policies and procedures.

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AU24-011	Finance	Public Utilities	750	Determine if required reporting and payments from City owned utilities are received, monitored, and accurate.
AU24-012	Finance	Print Shop	600	Determine if print shop operations are properly managed to include interdepartment billings and outsourced services.
AU24-013	Finance	Short Term Rentals	750	Determine if Finance is adequately monitoring compliance with Hotel Occupancy Tax (HOT) ordinances for short term rentals.
AU24-014	Fire	EMS Billing	500	Determine if SAFD is properly managing the EMS billing collections contract.
AU24-015	Fire	SAFD Training Programs	750	Determine if Fire Department training programs are in compliance with regulations and policies and training records are properly maintained.
AU24-016	Fire	Personnel Overtime	800	Determine if Fire department personnel overtime is managed appropriately, accurately recorded and authorized.
AU24-017	Health	SA Kids BREATHE Program	500	Determine if the SA Kids BREATHE program is adequately managed and in compliance with policies and grant requirements.
AU24-018	Health	Air Monitoring Program	500	Determine if Public Center for Environmental Health (PCEH) Air Monitoring Programs are effective and adequately managed.
AU24-019	Health/Police	Crisis Response Team	750	Determine if SAPD Crisis Response Team operations are in compliance with policies and procedures and are effective in meeting the needs of the community.
AU24-020	Human Resources	Payroll Deductions	400	Determine if personnel payroll deductions are authorized, accurate, and reconciled to the appropriate accounts.

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AU24-021	Human Resources	Temporary Employees	500	Determine if temporary employee contracts are adequately monitored and key terms are complied with.
AU24-022	ITSD	Security Awareness	60	Determine if ITSD has implemented the State required Security Awareness Training Program effectively and in compliance with State guidelines.
AU24-023	ITSD	ECHO Data Center Physical Security	500	Determine if physical access, environmental, and fire suppression controls are adequate and effective.
AU24-024	ITSD	Artificial Intelligence	750	Determine if policies and procedures over AI use have been developed and are sufficient to ensure responsible governance.
AU24-025	ITSD	Configuration Management	500	Determine if changes to information technology resources are authorized and systems are configured and operating securely.
AU24-026	ITSD	Ransomware Repsonse Plans	450	Determine if incident response plans and procedures for detecting, containing, and recovering from a ransomware attack are sufficient.
AU24-027	Management and Budget	24/7 Metrics	400	Determine if "24/7" metrics reported are accurate and properly supported.
AU24-028	Parks/ Development Services	Tree Mitigation Program	400	Determine if oversight of the Tree Mitigation Program Fund is adequate to include allocation of funds and monitoring of performance metrics.
AU24-029	Parks	Playground Maintenance	600	Determine if park playgrounds and exercise equipment are regularly inspected and maintained.
AU24-030	Parks	Environmental Fund	500	Detemine if management of the Parks and Recreation Environmental Fund is appropriate.
AU24-031	Police	Contingency Plans	600	Determine if adequate contingency plans are in place for SAPD facilities.

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AU24-032	Police	Detention Center	750	Determine if operations are effective, efficient and in compliance with existing procedures, contracts/interlocal agreements, and regulations.
AU24-033	Police	Personal Protective Equipment	750	Determine if inventory of SAPD Personal Protective Equipment is adequately managed and properly accounted for.
AU24-034	Public Safety	Radio Contract	750	Determine if agency agreements for the public safety radio system are adequately monitored to ensure compliance.
AU24-035	Public Works	Communication and Outreach	750	Determine if residents and business communications regarding PW projects are adequate and timely and citizen feedback is addressed.
AU24-036	Public Works	Advanced Transportation District	400	Determine if funding for the ATD is accurately tracked and expenditures are allowable.
AU24-037	Risk Management	Workers Comp	400	Determine if the Workers Comp TPA contract is adequately managed and system data is accurate and reliable.
	Citywide	Follow-up work	1,000	Hours allocated for follow-up activity for all Audit recommendations and management action plans.
	Citywide	Data Analytics	1,200	Hours allocated for the development and implementation of continuous monitoring programs for critical areas.
	Citywide	SAP Project	500	Hours allocated for audit participation in the SAP upgrade project.
	Citywide	Special Projects	1,000	Hours allocated for special project requests from Council and management.
Consulting Projects				
CS24-001	Police	Asset Seizure	450	Provide the required affirmation to the Office of the Attorney General on SAPD's FY 2023 Chapter 59 Report for asset seizures and forfeitures.