

RESOLUTION 2013-118

**RESOLUTION APPROVING INTERNAL AUDIT
PLAN FOR FISCAL YEAR 2013/2014**

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I (Port Act); and

WHEREAS, pursuant to Board of Port Commissioners (BPC) Resolution 2004-146, adopted on September 7, 2004, the Audit Advisory Committee (Committee) of the District was established by charter, and such charter was amended pursuant to BPC Resolution 2013-55, adopted on April 9, 2013; and

WHEREAS, pursuant to the charter, the Committee shall review and recommend an annual Audit Plan (Audit Plan) responsive to the Committee's oversight responsibilities; and

WHEREAS, on June 14, 2013, the Committee reviewed and commented on the draft Fiscal Year 2013/2014 Internal Audit Plan (Audit Plan); and

WHEREAS, a summary of the Audit Plan for Fiscal Year 2013/2014 is attached hereto as Attachment "A"; and

WHEREAS, the Audit Plan will provide visibility of the overall audit effort and will assist the BPC and District management in achieving the District's strategic goals; and

WHEREAS, the anticipated results of the Audit Plan for Fiscal Year 2013/2014 will add value to the areas such as assuring that revenues are accurately billed, collected, and reported, the safeguarding of assets, the efficiency and effectiveness of operations, compliance with laws, regulations, policies and procedures, and assuring that internal controls are functioning as intended.

NOW, THEREFORE, BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That the Executive Director or his designated representative is hereby authorized to approve the Audit Plan for Fiscal Year 2013/2014, a copy of which is on file in the office of the District Clerk.

2013-118

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 16th day of July, 2013, by the following vote:

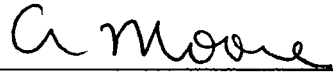
AYES: Castellanos, Malcolm, Merrifield, Moore, Nelson, Smith, Valderrama

NAYS: None.

EXCUSED: None.

ABSENT: None.

ABSTAIN: None.



Ann Y. Moore, Chair
Board of Port Commissioners

ATTEST:



Laura Nicholson
Deputy District Clerk



(Seal)

Attachment A to Agenda Sheet No. 17
PORT AUDITOR
INTERNAL AUDIT PLAN
FY 13/14

AUDITS	Line No.	Risk Score	Notes	Estimated Project Hrs FY Total
TENANTS				
<u>Carried over from prior year</u>				
Host Hotels dba Coronado Island Marriott Resort	2	114		400
<u>Current year</u>				
United Sportfishing DBA H&M Landing	12	97		250
Manchester Resorts DBA Grand Hyatt San Diego	1	120		400
USS Midway Museum DBA U.S.S. Midway	8	101		150
Silvergate Yacht Club	48	78		200
Coronado Yacht Club	19	94		200
Subtotal				1,600
INFORMATION SYSTEMS				
<u>Current year</u>				
Security Management of Business Systems	24	256	Outsourced - penetration testing and assessment/backup and recovery	0
System Change Control Management	32	230	Outsourced - controls and procedures	0
Technology Planning and Governance	10	288	Outsourced - Cloud 9 vendor compliance	0
Subtotal				0
PROCESSES / PROGRAMS / CONTRACTS				
<u>Carried over from prior year</u>				
Internal Processes - Engineering - Management of Public Works Projects	1	333	Includes agreement & contract management	315
Contracts - Facilities Maintenance - Outside Services	73	235	General Services	200
<u>Current year</u>				
Internal Processes - Administration of Job Costing Process	9	288	General Services: maintenance, events	300
Contracts - Facility Management Services	66	320	Real Estate: parking operational agreements	200
Contracts - Municipal Services Agreements	67	309	Public Safety - police, fire, lifeguard, maintenance	400
Internal Processes - Lease Administration	2	307	Alignment with BPC 355	300
Internal Processes - Payroll Function	4	297	Human Resources	200
Contracts - Management of Professional Services Agreements	69	262	Mktg & Comm.	150
Programs - the Workers' Compensation Program	87	247	Risk Management	200
Subtotal				2,265
AUDIT COMM/MGMT REQUEST		TBD	Allocate 7% of available project hours	340
Subtotal				340
ONGOING AUDITS AND SUPPORT				
<u>Current year</u>				
Program - Cost Recovery User Fee	84	347	Quarterly reviews - 30 hours each	120
Program - Travel/Expense Reimbursement	85	303	Bi-annual reviews - 30 hours each	60
Program - The Procurement Card Program	90	226	Bi-annual reviews - 50 hours each	100
Dynegy Review		NA		30
Senior Auditor Assistance / WP Review		NA		215
Follow-up on Audit Recommendation		NA		40
Subtotal				565
OTHER ACTIVITIES		NA	Allocate 1% of available project hours	48
Subtotal				48
GRAND TOTAL ALLOCATED AVAILABLE PROJECT TIME				4,818