




FLORIDA DEPARTMENT OF STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

Memorandum

To: Cord Byrd, Secretary of State

From: David Ulewicz, Inspector General 

Subject: Audit Plan for the 2023-24 Fiscal Year and Long Range Plan

Date: June 22, 2023

Attached for your review and approval is the Annual Audit Plan for the 2023-24 Fiscal Year and Long Range Plan for the Office of Inspector General, pursuant to Section 20.055, Florida Statutes and the International Standards for the Professional Practice of Internal Auditing. The Audit Plan for the 2023-24 Fiscal Year was developed based on a risk assessment conducted by the Office of Inspector General and input from management. Audit projects included address the major risk and operations of the Department, and optimizes the use of our audit resources.

With your approval, we will implement the Annual Audit Plan for the 2023-24 Fiscal Year. Upon approval, copies of this plan will be submitted to the Governor's Chief Inspector General and the Auditor General. Thank you for your continued support.


Cord Byrd
Secretary of State

6-28-23
Date



FLORIDA DEPARTMENT *of* STATE

Office of Inspector General

**Annual Audit Plan
for the 2023-24 Fiscal Year**

**and Long-Range Plan
for the 2024-25 and 2025-26 Fiscal Years**

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Introduction

In accordance with Section 20.055(6)(i), Florida Statutes (F.S.), the Office of Inspector General Annual Audit Plan and Long-Range Audit Plan has been developed based on an assessment of risk to Department of State (Department) programs and processes. Department goals, objectives and priorities, prior audits, budgets, program funding, organizational changes, and input from Department staff were considered when developing the Audit Plan.

Background

The Office of Inspector General was established within the Department to provide a central point for coordination of, and responsibility for activities that promote accountability, integrity, and efficiency in government. Section 20.055(2), F.S., designates responsibilities of the Inspector General, which include the following:

- Advising in the development of performance measures, standards, and procedures for the evaluation of Department programs, and assess the reliability and validity provided by the Department on performance measures and standards;
- Providing direction for supervising and coordinating audits, investigations, and management reviews relating to the programs and operations of the Department;
- Reviewing actions taken by the Department to improve program performance;
- Conducting, supervising, and coordinating activities that promote economy and efficiency and prevent or detect fraud and abuse in Department programs and operations; and
- Reviewing and evaluating internal controls to ensure fiscal accountability, efficiency, and integrity of the Department's programs.

Audits released by the Office of Inspector General are conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* published by the Institute of Internal Auditors.

Audit Plan Development Methodology

The Office of Inspector General Audit Plan has been developed for the 2023-24 Fiscal Year using a risk assessment to identify areas with the highest level of risk. Risk was defined as any threat to achieving the Department's mission or the likelihood that an event or action may negatively affect the Department.

Florida Department of State Office of Inspector General



Our risk assessment included interviewing the Department's senior managers and executive leaders to gather their perspectives on the Department's current risks and exposures.

Other matters considered during the risk assessment and development of the annual audit plan included:

- Personnel hours and resources available;
- The dates and results of prior engagements;
- Updated assessments of risks and effectiveness of risk management and control processes;
- Requests by the Secretary and executive management;
- Current changes in Department business, organizational structure, performance, operations, program systems, and controls;
- Opportunities to achieve more efficient and effective operating benefits;
- Opportunities to improve risk management, control, and governance processes, and reduce opportunities for fraud related incidents;
- Statutorily required follow-up to external audits and reviews; and
- Opportunities to improve Department governance of information technology resources.

Cybersecurity Risk Assessment

In accordance with Section 20.055(6)(i), F.S., we included the Department's cybersecurity risks into our annual risk assessment and included the risks identified in the development of the long-range and annual audit plans.

We considered risks identified in the Department's tri-annual cybersecurity Risk Assessment, conducted July 2020, interviewed senior leadership regarding their perspectives and concerns on the Department's current cybersecurity posture and interviewed the Department's Information Security Manager.

The following pages contain the Audit Plan for the 2023-24 FY. Included is a summary of the assigned hours by project. The hours assigned for each project are estimates and may be revised when objectives and necessary fieldwork are determined.

Florida Department of State
Office of Inspector General



Audit Plan for the 2023-24 Fiscal Year

Audit Plan	
Project Title	Number of Hours
Review of the Department's Ethics Program	350
Review of the Department's Internal Controls over Personnel Data related to the Driver and Vehicle Information Database	400
Review of African American Cultural Grants	400
Total Hours	1,150

Cybersecurity Audit Plan	
Audit of Department Cybersecurity Controls Pursuant to the Florida Cybersecurity Standards as Outlined in Chapter 60GG-2.002(1), Florida Administrative Code (F.A.C.)	450
Total Hours	450

Special Assignments	
Project Title	Number of Hours
Review of Single Audit Reports	800
Investigations	1,620
Administration	600
Finalize Prior Fiscal Year Audits and Corrective Action Follow-up	240
Office of Inspector General Annual Audit Planning and Annual Reporting	100
Long-Range Program Plan and Performance Measures	100
Department Compliance with Executive Order 20-44	100
Total Special Assignment Estimates	3,560

Total Planned Staff Hours	
Audit Projects	1,150
Cybersecurity Audit	450
Special Assignments	3,560
Total Planned Audit Hours	5,160

**Florida Department of State
Office of Inspector General**



Available Staff Hours Fiscal Year 2023-24

Position Title	
Inspector General	1,720
Management Review Specialist (2 Positions)	3,440
Total Hours	<u>5,160</u>

Long-Range Audit Plan for the 2024-25 and 2025-26 Fiscal Years

Long-Range Plan
Project Title
Division of Corporations Mail Receipt Process
Risk-Based Compliance Audit of Contracts Executed for the Preceding three Fiscal Years as required by Section 287.136(2), F.S.
Data Governance Review
Change Management
Asset Management

Cybersecurity Audit Plan
Cybersecurity Audit Pursuant to the Florida Cybersecurity Standards as Outlined in Chapter 60GG-2.002 F.A.C.