



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Executive Director

MEMORANDUM

TO: Kevin Guthrie, Executive Director
FROM: Mandi Mitchell, Inspector General
DATE: June 12, 2024
SUBJECT: Office of Inspector General
 Annual Audit Plan for Fiscal Year 2024-2025

Pursuant to § 20.055(6)(i), Florida Statutes, the Office of Inspector General (OIG) is pleased to present for your approval, our Annual Audit Plan for Fiscal Year 2024-2025. The plan is based upon the results of our annual risk assessment and aims to provide the best use of available resources, and the most effective coverage of the Division's programs, systems, activities, and processes.

The annual, cybersecurity, and long-term audit topics in this year's plan reflect areas of higher risk as well as management priorities identified through our risk assessment process. Resources have also been allocated for management requests, investigations, and other OIG responsibilities.

The plan is intended to be a guide to direct the activities of the Internal Audit function within the OIG, and may be modified during the year to address changing conditions, priorities, or risks. Once you have approved the plan, we will provide copies to the Governor's Chief Inspector General and the Auditor General, as required by statute.

I look forward to working with you and your team in the upcoming year. Thank you for your continued support and cooperation.

Respectfully Submitted By:	Mandi Mitchell, Inspector General	Digitally signed by Mandi Mitchell, Inspector General Date: 2024.06.12 16:19:12 -04'00'	Date: 6-12-2024
	Mandi Mitchell, Inspector General		
Approved By:			Date: 6-17-24
Kevin Guthrie, Executive Director			

Florida Division of Emergency Management



Office of Inspector General

Annual Audit Plan for Fiscal Year 2024-2025



PURPOSE AND AUTHORITY

Pursuant to § 20.055, Florida Statutes (F.S.), the Office of Inspector General (OIG) is established to provide direction for, supervise, and coordinate audits, investigations, and management reviews relating to the programs and operations of the agency. The OIG shall conduct financial, compliance, electronic data processing, and performance audits of the agency and prepare audit reports of the findings. Audits shall be conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* (Red Book Standards), as published by the Institute of Internal Auditors.

Red Book¹ and Florida Statutes² require the OIG to develop annual and long-term audit plans based on the findings of periodic risk assessments. The plan shall show the individual audits to be conducted during each year and related resources to be devoted to the respective audits. The plan shall also include a specific cybersecurity audit plan.

This report, the *OIG Annual Audit Plan* (Plan), was prepared in response to the auditing standard and statutory requirements. The Plan includes the allocation of OIG resources for planned audits and other oversight and accountability activities to be conducted by the OIG during the 2024-2025 Fiscal Year (FY).

The Plan is intended to be a guide to direct the activities of the Internal Audit function within the Florida Division of Emergency Management's (FDEM) OIG, and may be modified during the year to address changing conditions, priorities, and risks.

RISK ASSESSMENT

In response to statutory and auditing standards requirements, the OIG conducted a risk assessment of FDEM operations to identify management priorities and potential audit topics for inclusion in the Plan. The risk assessment methodology included surveys of and discussions with FDEM management, as well as review of the outcome of external audit reports, prior audit and investigative activities, and prior-year risk assessments.

Based on the results of the risk assessment, we identified potential audit topics for inclusion in the Plan. The potential audit topics were reviewed and prioritized based on relative risk factors, including, fraud potential, materiality, management interest, impact of change, and the need for audit coverage.

The annual, cybersecurity, and long-term audit engagements included in this year's Plan reflect areas of higher risk as well as management priorities identified through the risk assessment process.

¹ Red Book Standard 2010 (Planning) and Standard 2020 (Communication and Approval).

² Section 20.055(6)(i), F.S.



ALLOCATION OF RESOURCES

The FDEM OIG’s Internal Audit function consists of four positions: Inspector General (Select Exempt Service), Audit Director (OPS³), Auditor/Investigator (Career Service), and OIG Analyst (OPS). These positions collectively carry out the audit responsibilities of the OIG. The positions also provide support to the OIG’s Investigations function.

Considering staff time allocated to professional development, administrative activities, and leave/holidays, the OIG internal audit staff hours available for audit, investigative, and other statutorily required activities is estimated to be 4,147 hours for FY 2024-2025.

Based on the estimated available staff hours, the following table depicts the allocation of OIG resources for the 2024-2025 FY:

Allocation of Staff Hours for FY 2024-2025		
Type of Project	Description	Hours
Internal Audit Activities	Planned Audit Engagements:	
	• Chief Inspector General (CIG) Triennial Enterprise Contracts Audit	450
	• CIG Enterprise Cybersecurity Audit – Asset Management	650
	Carry-Forward (Prior-Year Audit Closeouts)	46
	Internal Audit Follow-up	435
	OIG Risk Assessment and Annual Plan	205
	Performance Measure Review	75
Investigative Activities	Quality Assurance and Improvement Program	624
	Management Requests	70
Investigative Activities	Complaints, Inquires, and Investigations	860
	OIG Law Enforcement Accreditation	9
Other Projects & Responsibilities	OIG Annual Report	60
	External Audit Coordination and Follow-up	97
	CIG Coordination	61
	Education and Outreach	289
	Single Audit Reviews	170
	Assistance to Bureaus and Other Agencies	46
Total Hours		4,147

³ Other Personal Services (OPS) employment is a temporary employer/employee relationship used solely for accomplishing short term or intermittent tasks. OPS employees do not fill established positions, are not eligible for paid leave, but may be eligible for health insurance.



ANNUAL, CYBERSECURITY, & LONG-TERM AUDIT PLANS

The annual, cybersecurity, and long-term audit projects in this year's Plan reflect areas of higher risk as well as management priorities identified through the risk assessment process. The objectives and scopes of these projects will be determined during the planning phase of each engagement.

Annual Audit Plan for FY 2024-2025:

- **Triennial Enterprise Contracts Audit:** Pursuant to § 287.136, F.S., the OIG shall complete a risk-based compliance audit of all contracts executed by the agency for the preceding three fiscal years. The audit must include an evaluation of, and identify any trend in, vendor preference. This will be an Enterprise Audit conducted at multiple state agencies under the direction and guidance of the Office of the Chief Inspector General⁴.

Cybersecurity Audit Plan for FY 2024-2025:

- **Enterprise Cybersecurity Audit – Asset Management:** This will be an Enterprise Cybersecurity Audit conducted at multiple state agencies under the direction and guidance of the Office of the Chief Inspector General. The audit may focus on compliance with the asset management requirements contained in the Florida Cybersecurity Standards (Chapter 60 GG-2, Florida Administrative Code).

Long-Term Audit Plan for FYs 2025-2027:

- **Grant Management Audit:** This audit may examine FDEM processes and procedures for managing state and federal grant programs. Focus may be placed on evaluating consistency across programs, recipient monitoring, and/or controls to identify potential duplication of benefits when recipients receive multiple grants.
- **Payments Audit:** This audit may examine FDEM payment policies, processes, and procedures for efficiency, effectiveness, and compliance with applicable laws, rules, regulations, and guidance.
- **NSGP (Consulting Engagement⁵):** FDEM management requested the OIG perform a consulting engagement related to the federal and state Non-Profit Security Grant Programs (NSGP) managed by the Bureau of Preparedness. The engagement may include review of the Bureau's recipient monitoring processes.

⁴ The Office of the Chief Inspector General is established within the Executive Office of the Governor pursuant to § 14.32, Florida Statutes. The Chief Inspector General (CIG) is responsible for promoting accountability, integrity, and efficiency in the agencies under the jurisdiction of the Governor. The FDEM Inspector General reports to the CIG.

⁵ Pursuant to Red Book Standard 2010.C1, "The chief audit executive [Inspector General] should consider accepting proposed consulting engagements based on the engagement's potential to improve management of risks, add value, and improve the organization's operations. Accepted engagements must be included in the plan." Consulting services are advisory in nature and are generally performed at the specific request of an engagement client. The nature and scope of the consulting engagement are subject to agreement with the engagement client.



OTHER OIG RESPONSIBILITIES

In addition to planned audits, the OIG’s Internal Audit function has allocated resources to the following statutory responsibilities, recurring projects, and other accountability activities:

Other OIG Responsibilities	
Project Type	Description
Risk Assessment and Annual Audit Plan for FY 2025-2026 (§ 20.055(6)(i), F.S.)	Pursuant to statute, the Inspector General develops annual and long-term audit plans based on the findings of periodic risk assessments. The plan includes a specific cybersecurity audit plan.
OIG Annual Report For FY 2023-2024 (§ 20.055(8), F.S.)	Pursuant to statute, the OIG prepares an annual report summarizing the activities of the office during the immediately preceding state fiscal year. The report is due September 30 each year.
Internal Audit Follow-up (§ 20.055(2)(c), F.S.)	The OIG monitors the implementation of FDEM’s corrective action regarding findings and recommendations from prior OIG audit and consulting engagements.
Performance Measures Review (§ 20.055(2), F.S.)	Pursuant to statute, the OIG advises in the development of performance measures, standards, and procedures for the evaluation of agency programs; and assesses the reliability and validity of the information provided on performance measures and standards; making recommendations for improvement, as necessary.
Management Requests and Special Projects	The OIG allocates time for management requests and special projects, as deemed appropriate.
External Audit Coordination and Follow-up (§ 20.055(2)(g), and § 20.055(6)(h), F.S.)	Pursuant to statute, the OIG ensures effective coordination and cooperation between the Auditor General, federal auditors, and other governmental bodies, with a view toward avoiding duplication. Additionally, the OIG monitors the implementation of FDEM’s response to any report on FDEM issued by the Auditor General or by the Office of Program Policy Analysis and Government Accountability.
Quality Assurance and Improvement Program	The OIG maintains a Quality Assurance and Improvement Program (QAIP) designed to provide assurance that the Internal Audit function maintains conformity with Red Book Standards, as well as other applicable rules and professional standards. As part of the QAIP, the OIG performs ongoing internal monitoring and periodic self-assessments, and undergoes external assessments performed by the Auditor General every three years in accordance with § 11.45(2)(I), F.S. The next external assessment is scheduled for FY 2026-2027.



Other OIG Responsibilities (Continued)	
Project Type	Description
Education and Outreach	The OIG performs outreach activities intended to raise awareness regarding the OIG, fraud, internal audit, and other important topics. Outreach activities include annual campaigns for International Fraud Awareness Week and Internal Audit Awareness Month, distribution of a periodic OIG newsletter, and presentations during FDEM events.
Chief Inspector General Enterprise Projects	At the request of the Governor's Chief Inspector General (CIG), a portion of our resources will be allocated to statewide enterprise priorities as directed by the CIG in consultation with agency inspectors general.
Single Audit Reviews	On behalf of FDEM, the OIG reviews single audit reports received from FDEM subrecipients. The OIG's review is limited to identifying any audit findings related to funding awarded by FDEM. When a finding is identified, the OIG notifies FDEM management so that they may take appropriate action.
Complaints, Inquiries, and Investigations (§ 20.055(7), F.S.)	Pursuant to statute, the OIG shall initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses in state government. The OIG's Investigations function receives complaints and coordinates activities required by the Florida Whistle-blower's Act (§§ 112.3187-112.31895, F.S.). Given the OIG's limited resources, the Internal Audit function provides support to the Investigations function for investigative activities, as deemed appropriate by the Inspector General.
OIG Law Enforcement Accreditation	The OIG's Investigations function is accredited by the Commission for Florida Law Enforcement Accreditation. Being accredited means the investigative work products of the OIG meet or exceed the highest professional standards. The OIG must continually monitor investigative activities to ensure compliance with accreditation standards, and must undergo a reaccreditation assessment every three years. The next assessment is scheduled for FY 2026-2027. Given the OIG's limited resources, the Internal Audit function provides support to the OIG's Investigations function for CFA activities, as deemed appropriate by the Inspector General.



DISTRIBUTION

Internal Distribution

Kevin Guthrie, Executive Director
Stephanie Houp, Deputy Director and General Counsel
Keith Pruet, Deputy Director
Luke Strickland, Chief of Staff

External Distribution

Melinda Miguel, Chief Inspector General
Sherrill F. Norman, Auditor General

Statement of Accordance

This report was prepared pursuant to § 20.055(6)(i), Florida Statutes, and in accordance with the *International Standards for the Professional Practice of Internal Auditing* as published by the Institute of Internal Auditors: Standard 2010 (Planning) and Standard 2020 (Communication and Approval).

