

# COUNTY AUDIT DEPARTMENT

**REPORT # 375**

**INTERNAL QUALITY ASSESSMENT RESULTS**

**FEBRUARY 5, 2020**



*Pat Frank* INTEGRITY. TRANSPARENCY. ACCOUNTABILITY.

CLERK OF COURT & COMPTROLLER • HILLSBOROUGH COUNTY, FLORIDA

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February 5, 2020

Pat Frank  
Clerk of Court & Comptroller  
Hillsborough County, FL

Dear Ms. Frank:

As you are aware, the County Audit Department operates in compliance with both Government Audit Standards (Yellow Book) and the Standards for the Professional Practice of Internal Auditing (Red Book) and is committed to maintaining the highest level of quality for audit engagements and audit work products. To comply with these high standards and ensure they are consistently met, the County Audit Department has developed a quality assurance and improvement program that includes both external quality assessments and internal reviews of our compliance.

The enclosed memorandum details the results of the most recent internal review of our audit function. This review was led by one of the department's senior staff members and included the participation and input of the entire audit team. I am pleased to inform you that the review team has concluded that the County Audit Department processes were suitably designed and operating in general compliance with both Red Book and Yellow Book standards for the period reviewed.

The review team has also brought forward some process improvement ideas, which I look forward to implementing to further enhance the department and ensure success on the next external assessment.

Sincerely,

Heidi Pinner, CIA, CISA, CFE, CRMA  
Senior Director, County Audit

CC: Hillsborough County Board of County Commissioners  
Dan Klein, Chief Executive Officer, Clerk of Court & Comptroller

# MEMORANDUM

DATE: January 23, 2020

TO: Heidi Pinner, CIA, CISA, CFE, CRMA  
Senior Director, County Audit

FROM: The Internal Quality Assessment Team

SUBJECT: Internal Quality Assessment Report of the County Audit Department

Enclosed is the Internal Quality Assessment Report of the County Audit Department as it relates to the International Standards for the Professional Practice of Internal Auditing (Red Book) and the Government Auditing Standards (Yellow Book).

The Standards require that “the chief audit executive must develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity.” The enclosed internal assessment report complies with the Standards.

**Internal Quality Assessment Review**  
**Hillsborough County Clerk of Court & Comptroller**  
**Internal Audit Activity**  
**January 23, 2020**

In accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors as part of their Professional Practices Framework (Red Book) and Government Auditing Standards issued by the Comptroller General of the United States (Yellow Book), the County Audit Department (CAD) has completed an Internal Quality Assessment Review of the Hillsborough County Clerk of Court & Comptroller's County Audit Department internal audit activities for the period September 1, 2017 to September 25, 2019. In conducting our assessment, we followed the standards and guidelines contained in the Peer Review Guide for Assessing Conformance with International Standards for the Professional Practice of Internal Auditing and the Peer Review Guide for Assessing Conformance with Government Auditing Standards, both published by the Association of Local Government Auditors (ALGA).

The principal objectives of this assessment were to evaluate the CAD's conformity to the Red Book and Yellow Book standards and identify opportunities to enhance the CAD's management and work processes. The Internal Quality Assessment Team included the two Audit Managers and the audit staff members.

We reviewed and conducted tests of the internal quality control system in order to determine whether or not the system was suitably designed and operating effectively to provide reasonable assurance of conformance with the Red Book and the Yellow Book standards. Our procedures included:

- Reviewing the CAD organization's written policies and procedures.
- Reviewing a sample of audit engagement working papers and reports.
- Reviewing documents related to independence and training.

Due to variances in individual performance and judgment, conformance does not imply adherence to standards in every case, but does imply adherence in most situations.

Based on the results of our review, it is our opinion that the CAD's internal quality control system was suitably designed and operating effectively to provide reasonable assurance of conformance with the Red Book standards for assurance and consulting engagements, and compliance with Yellow Book standards for audits during the period September 1, 2017 to September 25, 2019.

Other issues not material to overall conformance were discussed verbally with management.

Greg McCullough, CPA, CIA, CFE  
Senior Internal Auditor, Team Leader