



Committee

M. Ramos, Chair
T. McCoy, Vice Chair
L. Ackerman
S. Blois
J. Butkiewicz
P. Hawkins
M. Hogan
F. Jung
C. Kurtz
R. Record
T. Smith

Audit and Ethics Committee

Meeting with Board of Directors *

July 27, 2021

12:30 p.m.

**Tuesday, July 27, 2021
Meeting Schedule**

08:30 a.m. - IRP
10:30 a.m. - Bay-Delta
11:30 a.m. - Break
12:00 p.m. - Exec
12:30 p.m. - A&E
01:30 p.m. - Sp. OP&T

Live streaming is available for all board and committee meetings on our mwdh2o.com website ([Click to Access Board Meetings Page](#))

Public Comment Via Teleconference Only: Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via teleconference only. To participate call (404) 400-0335 and use Code: 9601962.

* The Metropolitan Water District's meeting of this Committee is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board who are not assigned to this Committee may participate as members of the Board, whether or not a quorum of the Board is present. In order to preserve the function of the committee as advisory to the Board, members of the Board who are not assigned to this Committee will not vote on matters before this Committee.

1. Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))

**** CONSENT CALENDAR OTHER ITEMS -- ACTION ****

2. CONSENT CALENDAR OTHER ITEMS - ACTION

- a. Approval of the Minutes of the meeting of the Audit and Ethics Committee held June 22, 2021 [21-316](#)

Attachments: [07272021 AE 2A draft minutes](#)

3. CONSENT CALENDAR ITEMS - ACTION

None

**** END OF CONSENT CALENDAR ITEMS ****

4. OTHER BOARD ITEMS - ACTION

None

5. BOARD INFORMATION ITEMS

None

6. COMMITTEE ITEMS

- a. TER Report and Management's Response [21-312](#)

Attachments: [07272021 AE 6a Presentation.pdf](#)
[07272021 AE 6a Management Response.pdf](#)

- b. General Auditor Business Plan for Fiscal Year 2021/22 [21-311](#)

Attachments: [07272021 AE 6b1 Presentation.pdf](#)
[07272021 AE 6b2 Presentation.pdf](#)

- c. Ethics Officer's Business Plan for Fiscal Year 2021/22 [21-314](#)

Attachments: [07272021 AE 6c Presentation.pdf](#)

7. MANAGEMENT REPORTS

- a. Ethics Officer's Report [21-340](#)

- b. General Auditor's Report [21-341](#)

8. FOLLOW-UP ITEMS

None

9. FUTURE AGENDA ITEMS**10. ADJOURNMENT**

NOTE: This committee reviews items and makes a recommendation for final action to the full Board of Directors. Final action will be taken by the Board of Directors. Agendas for the meeting of the Board of Directors may be obtained from the Board Executive Secretary. This committee will not take any final action that is binding on the Board, even when a quorum of the Board is present.

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <http://www.mwdh2o.com>.

Requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
MINUTES

AUDIT AND ETHICS COMMITTEE

June 22, 2021

Vice Chair McCoy called the teleconference meeting to order at 12:50 p.m.

Members present: Vice Chair McCoy, Directors Ackerman, Blois, Jung, Kurtz, Record and Smith.

Members absent: Chair Ramos and Directors Butkiewicz, Hawkins and Hogan.

Other Board Members present: Chairwoman Gray, Directors Abdo, Cordero, De Jesus, Dennstedt, Dick, Fellow, Lefevre, Morris, Peterson and Tamaribuchi.

Staff present: Beatty, Berbeo, Kightlinger, Salinas, Scully, Shope, Riss, Rodriguez and Von Haam.

1. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMITTEE ON MATTERS WITHIN THE COMMITTEE’S JURISDICTION

None.

CONSENT CALENDAR OTHER ITEMS — ACTION
--

2. CONSENT CALENDAR OTHER ITEMS – ACTION

A. Approval of the Minutes of the Meeting for February 23, 2021

3. CONSENT CALENDAR ITEMS – ACTION

- 7-1 Authorize extending Agreement No. 177666 for one year with KPMG LLP to continue engagement for external audit services for fiscal year 2021/22, for an amount not to exceed \$465,500; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

Presented by: Gerald Riss, General Auditor

Motion: Authorize the General Auditor to enter into a one-year contract extension for external audit services with the firm of KPMG LLP for annual audits covering

fiscal years ending June 30, 2021, through June 30, 2022; for an amount not to exceed \$465,500

Mr. Riss presented the item, including discussing that the matter was raised at the Audit and Ethics Committee meeting in February 2021 and the consensus among the committee was to pursue an extension.

After completion of the presentation, Director Record made a motion, seconded by Director Kurtz to approve the consent calendar consisting of items 2A and 7-1:

The vote was:

Ayes: Directors Ackerman, Blois, Jung, Kurtz, McCoy, Record and Smith

Noes: None

Abstentions: None

Absent: Directors Butkiewicz, Hawkins, Hogan and Ramos

The motion passed by a vote of 7 ayes, 0 noes, 0 abstain, and 4 absent

END OF CONSENT CALENDAR ITEMS

4. OTHER BOARD ITEMS – ACTION

None

5. BOARD INFORMATION ITEMS

None

6. COMMITTEE ITEMS

- a. Subject: Discussion on KPMG External Audit Fiscal Year 2020/21 Audit Plan

Presented by: Chris Ray, Partner at KPMG, LLP

Mr. Ray gave a presentation on the fiscal year 2020/21 Audit Plan and strategy and highlighted the following areas:

- Executive Summary
- Scope of the Audit
- Audit approach and required communications

- MWD Financial Statements
- Risk Assessments
- Newly effective accounting standards
- Shared responsibilities
- Inquiries are in accordance with AU-C 260

The following Director asked questions or provided comments:

1. Dennstedt

Mr. Ray responded to the Directors' questions and comments.

b. Subject: Ethics Office Annual Report – Fiscal Year 2020/21

Presented by: Abel Salinas, Ethics Officer

Mr. Salinas presented the Annual Report for Fiscal Year 2020/21.

7. MANAGEMENT REPORTS

a. Subject: General Auditor's report

Presented by: Gerald Riss, General Auditor

Mr. Riss reported that since the last Audit and Ethics Committee meeting, five reports were issued. Three were special reports and two were Audit Reports with corresponding opinions. Of these, he noted that the Stores Inventory Audit was issued with a Generally Satisfactory opinion whereas the Travel Expense and i-Expense module of the Oracle Enterprise system was issued with a Less Than Satisfactory audit opinion. He stated that a more detailed discussion of the findings and management's response will be conducted at the August Audit and Ethics Committee meeting.

b. Subject: Ethics Officer's report

Presented by: Abel Salinas, Ethics Officer

Mr. Salinas presented that there are currently two ongoing investigations. One relates to a supervisor who allegedly retaliated against a subordinate for reporting workplace misconduct. This investigation was opened in April and is expected to be completed in the next 4-6 weeks. The other relates to a manager who allegedly misused their authority to advantage one employee during a recruitment process.

This investigation was opened this month and is expected to be completed in the next 6-8 weeks. Mr. Salinas announced that an investigation was completed in April which resulted in a finding that an employee conducted outside employment activity during hours they were being compensated by Metropolitan, in violation of the Ethics Operating Policy. Mr. Salinas' findings were sent to management and Human Resources for appropriate action.

The following Director asked questions or provided comments:

1. Smith

Staff responded to the Directors' questions and comments.

8. FOLLOW-UP ITEMS

None

9. FUTURE AGENDA ITEMS

None

10. ADJOURNMENT

Next meeting will be held on July 27, 2021.

Meeting adjourned at 1:54 p.m.

Tana McCoy
Vice Chair



Travel Expense Reports Audit Report

Office of the General Auditor

Audit & Ethics Committee

Item 6a

July 27, 2021

Travel Expense Reports Audit Report

Opinion

- Less Than Satisfactory

Audit Scope

- Compliance with Metropolitan Policy
- Propriety of Expenditures
- Appropriate Review and Approval
- Timely Submission
- User Security Access Controls and Disaster Recovery

Travel Expense Reports Audit Report



April 1, 2019 through June 30, 2020

- 5,331 expense reports, \$3.3 Million
- Statistical Sample of 67
- 90% Confidence Interval; 10% Margin of Error

Policies and Guidance

C-03

- Description of the expenditure
- Reason for the expenditure
- Supporting documentation

C-04

- Reasonable, necessary, significant and meaningful link to MWD purpose, policies and interests
- Manager approval to ensure accuracy and appropriateness

Administrative Code

- § 6331 – Failure to provide proper and timely accounting may subject directors and employees to recognition of taxable income

Travel Guide

- Procedures for preparation/approval

Travel Expense Reports Audit Report

Test Criteria

- Documentation
 - Who?
 - What?
 - When?
 - Where?
 - Why?
- Reasonable, necessary, significant and meaningful link to MWD purpose, policies and interests

Travel Expense Reports Audit Report

49% Missing or Inadequate Description of Expense

- Business purpose not described (e.g. “business”, “working out of town”)
- Expenditures without location, vendor name, etc.
- Missing points of origin and destination for cab fares, mileage

19% Missing Receipts/Documentation

- Receipts for expenditures in excess of \$25
- Authorization for per diem expenditures (\$200 per day)

Ineffective Review and Approval

Recommendations

Review and revise

Review, revise and consolidate expense reporting policies

Conduct

Conduct training for preparers and approvers

Establish

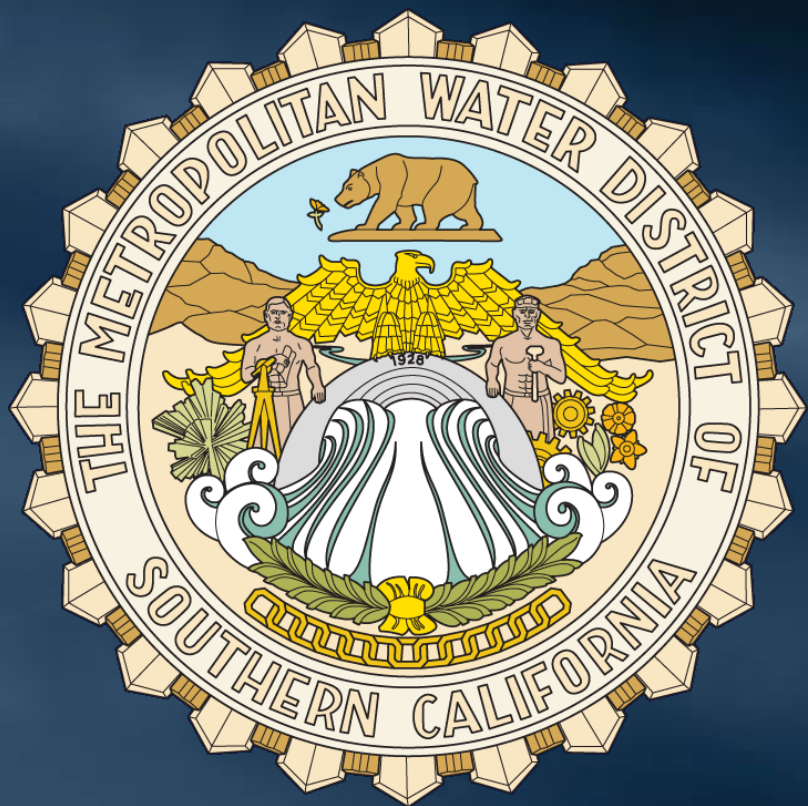
Establish accountability for those who do not comply

Travel Expense Reports Audit Report

Perspective

- Expense reports are not financially material to MWD
- Easy to develop a casual attitude toward their preparation and review; it occurs with regularity in many organizations
- Metropolitan is not immune

Questions





THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Date: June 22, 2021

To: Gerald C. Riss, General Auditor

From: Shane Chapman, Chief Administrative Officer
Deven Upadhyay, Chief Operating Officer
Katano Kasaine, Chief Financial Officer

Subject: Response to review of the accounting and administrative controls over the Travel Expense Reports and iExpense module of the Oracle Enterprise Business Suite

Thank you for the Audit Department's review of the accounting and administrative controls over the Travel Expense Reports and iExpense module of the Oracle Enterprise Business Suite. Your findings and recommendations provided valuable insight to help improve controls and policies.

We will be following up with several actions to improve the controls and accountability over reimbursement for travel expenses. These actions will include:

- 1) Improvements to the Travel Guide to create a clearer "one stop shop" for policy guidance on travel expense reimbursement contained in the Administrative Code and Operating Policies C-03 Reimbursable Expenses and C-04 Business Travel Expenses.
- 2) Limiting processing of expense reimbursement requests to those that provide appropriate documentation including receipts and a clear explanation of the purpose for which the expense was incurred that furthers the interest of the District.
- 3) Disallowing the reimbursement for expenses incurred on a personal credit card such as materials and supplies when a District pcard is available for this purpose.
- 4) Not providing per diem cash advance for overnight travel status without required approved documentation for the purpose of the travel.

We appreciate your efforts and the valuable information contained in your report.

Please feel free to contact us if have any questions.

Shane Chapman
Kasaine

Deven Upadhyay

Katano

Attachments (1)

cc: (under development)

A. Hagekhalil

D. Zinke

L.L. Shraibati

S.H. Sims

H.C. Beatty

D. Pitman

C.W. Eckstrom

M.L. Scully

B.Yamasaki

B.H. Robertson

B. Calmes

C. Torres





Office of the General Auditor

Business Plan 2021/22

Audit Department **2021/22 Business Plan**



Office of the General Auditor 



Audit **Mission Statement**

Office of the General Auditor

Audit Department **Mission Statement**



“Internal Auditing is an **independent, objective assurance and consulting** activity designed to **add value** and improve an organization's operations.”



“It helps an organization accomplish its objectives by bringing a **systematic, disciplined approach** to evaluate and improve the effectiveness of **risk management, control, and governance** processes.”

The Institute of Internal Auditors (IIA)
International Standards for the Professional Practice of Internal Auditing
and the profession's Code of Ethics



Audit Department Charter

Office of the General Auditor

From Administrative Code § 6451

What do Auditors do?

Determine whether the organization's

- ✓ network of Risk Management,
- ✓ **Internal Controls and**
- ✓ Governance Processes,
- ✓ **as designed and represented by Management,**
- ✓ is Adequate and Functioning.

How do Auditors do this?

Scope of Work – design and perform tests to ensure:

- (1) Risks are appropriately identified, managed and monitored;**
- (2) Significant financial, managerial and operating information is accurate, reliable and timely;**
- (3) Employees' actions are in compliance with policies, standards, procedures and applicable laws and regulations;**
- (4) Resources are acquired economically, used efficiently, and adequately protected;**

How do Auditors do this?

Scope of Work – design and perform tests to ensure:

- (5) Programs, plans, and objectives are achieved;**
- (6) Quality, continuous improvement, and innovation are fostered in the organization's control process; and**
- (7) Significant legislative or regulatory issues impacting the organization are recognized and addressed appropriately.**

Board Authority

Audit Department Charter

The General Auditor/Audit staff are authorized to:

- ✓ unrestricted access to all functions, records, property, and personnel, subject to the requirements of safekeeping, confidentiality and applicable process;**
- ✓ full and free access to the Audit and Ethics Committee, subject to applicable law,**

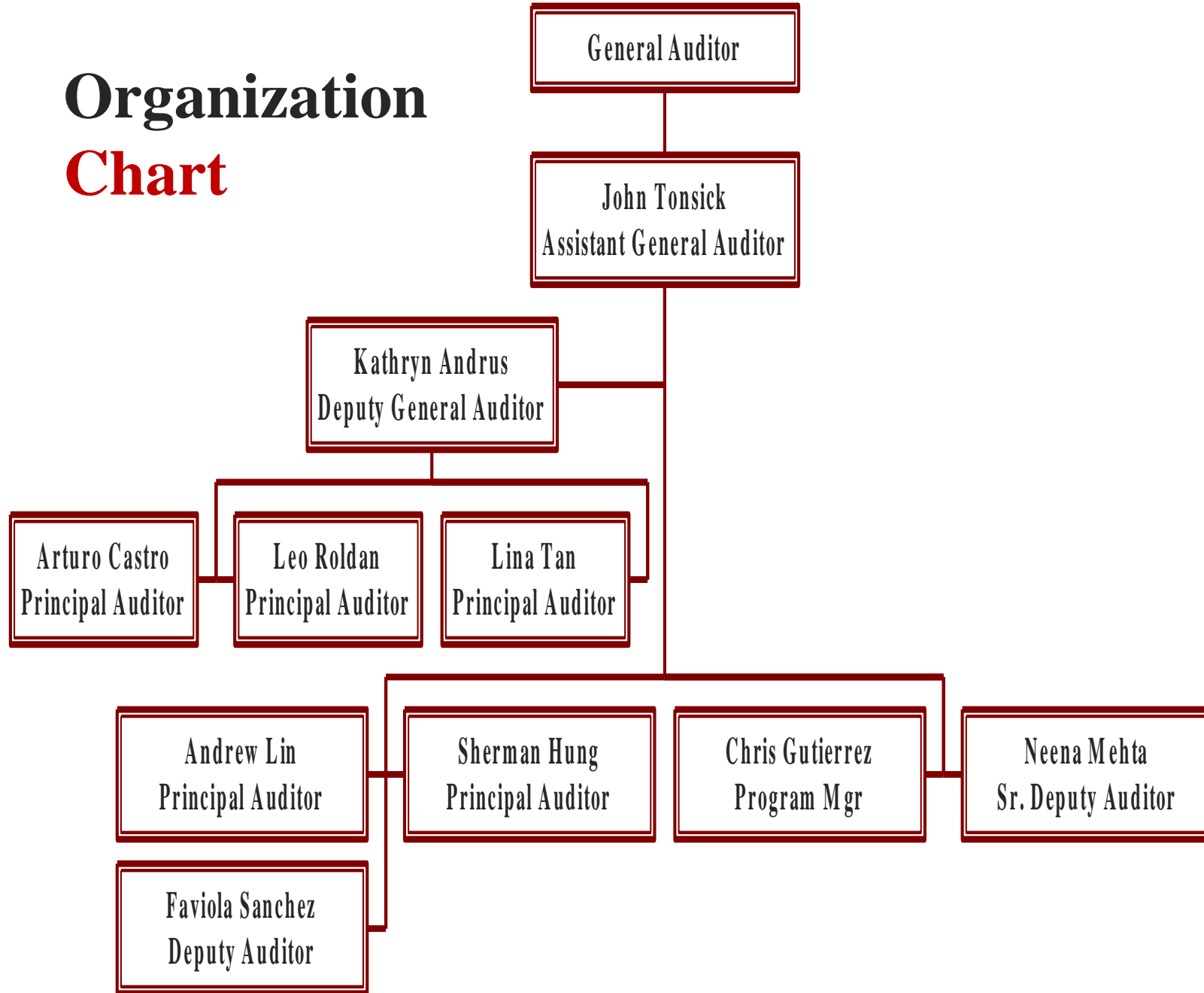
Board Authority

Audit Department Charter

The General Auditor/Audit staff are authorized to:

- ✓ **Allocate resources, set frequencies, and select subject, determine scopes of work, and apply the techniques required to meet audit objectives;**
- ✓ **Obtain assistance of personnel in units of the organization where they perform audit, as well as other specialized services from within or outside the organization.**

Organization Chart



Audit Department 2021/22 **Strategic Objectives**

- ✓ Provide **risk perspective** and **auditing advice/counsel** in operational and financial activities.
- ✓ Publish **risk-focused** reports with **audit opinions** and internal control recommendations.

To Board and Management

Audit Department 2021/22 Strategic Objectives

- ✓ Complete documentation and evaluation of **CIP and consulting** processes. Test to ensure **teleworking** does not impact **segregation of duties** controls.
- ✓ Collaborate with management in identifying **emerging, shifting, or new risks** as a result of **COVID/teleworking**.

Resiliency

Innovation

Align with Management's Strategic Priorities

Audit Department 2021/22 **Strategic Objectives**

- ✓ Improve **completion time** for audits and **evaluate audit responses** for adequacy and timeliness.
- ✓ Address Quality Assurance recommendations with focus on IIA **documentation and supervisory standards**.
- ✓ Emphasize test work of **significant projects**.

Add value and improve operations

Audit Department 2021/22 **Personnel Based Objectives**

- ✓ Identify training for **audit staff to enhance risk assessment techniques** and broaden knowledge of Metropolitan operations. Enhance Teleworking skills.
- ✓ Encourage **professional certifications** and reinforce core competencies by **supporting continuing education**.
- ✓ **Promote diversity** and foster a broad range of perspectives.

Staff development

Audit Department 2021/22 **Operational Objectives**

- ✓ Efficiently **manage the department's budget** for maximum effectiveness of stated budgetary objectives.
- ✓ **Uphold the mission, roles, and responsibilities** of the Audit Department.

Accountability



Proposed **Audits for 2021/22**

Office of the General Auditor

Business Plan 2021/22

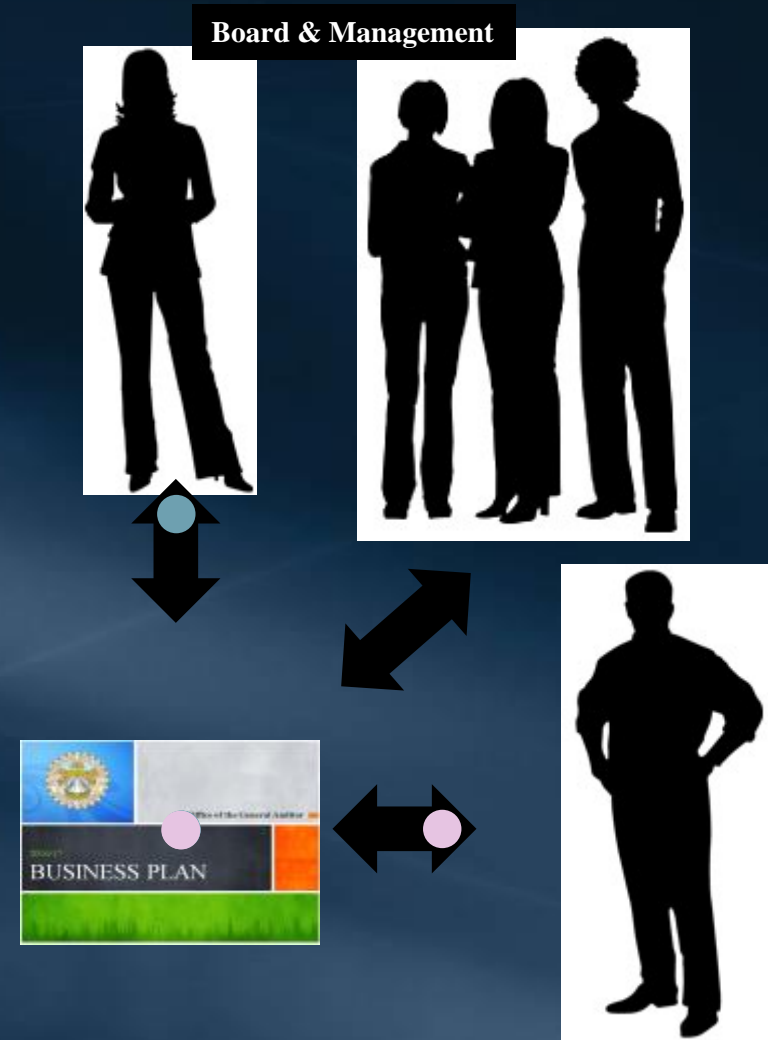
- » Proposed Audits come from each **Department** and **Group**.
- » Included are **small, medium and large** audits. Also, **simple and complex** exams. Moreover, audits of **on-going CIP** projects are planned.
- » Allowance for **requests by the Board and Management** have been made in the plan.



Collaboration

Simultaneous edits on one single document creates the **Audit Universe**. Designed to get cooperation from all constituents and gain affirmation of the results.

It's about team work, and **co-authoring** will get you there.

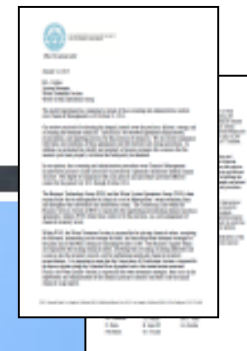


Determine Audit Universe



Gather Input

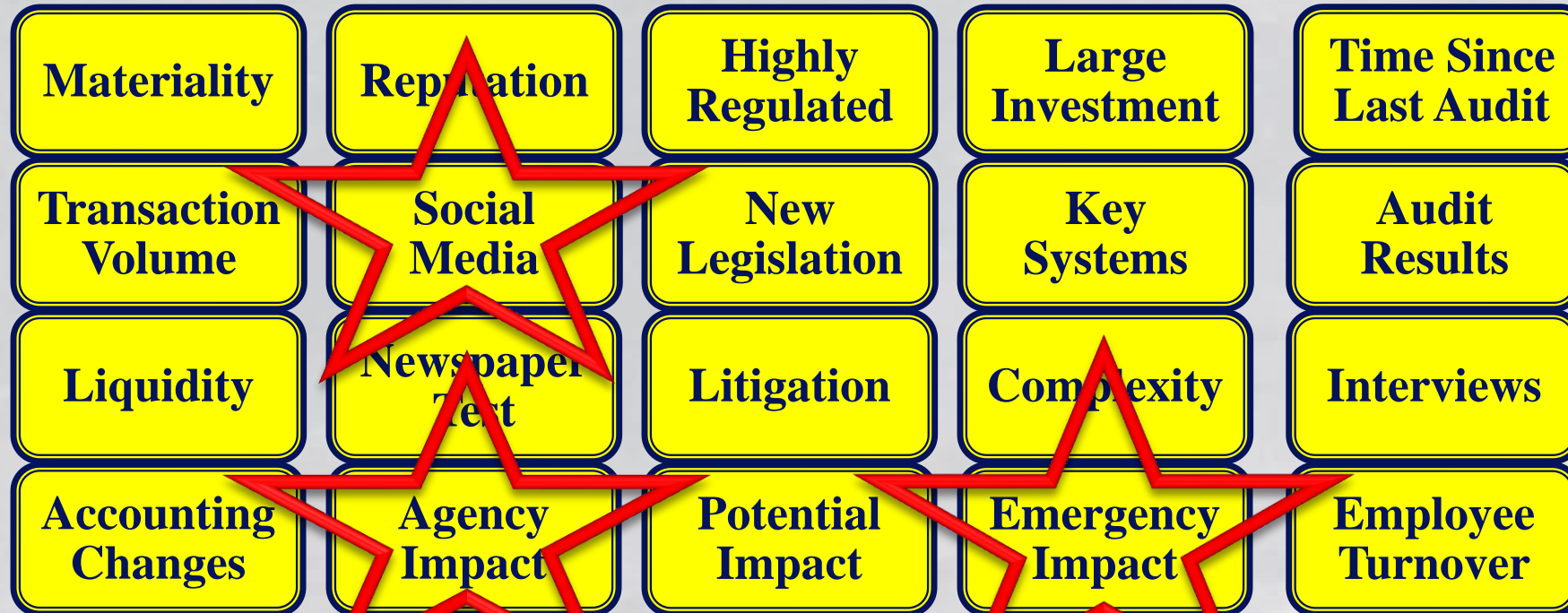
Potential Audits



Assess **Likelihood** and **Impact** of Inherent Risk



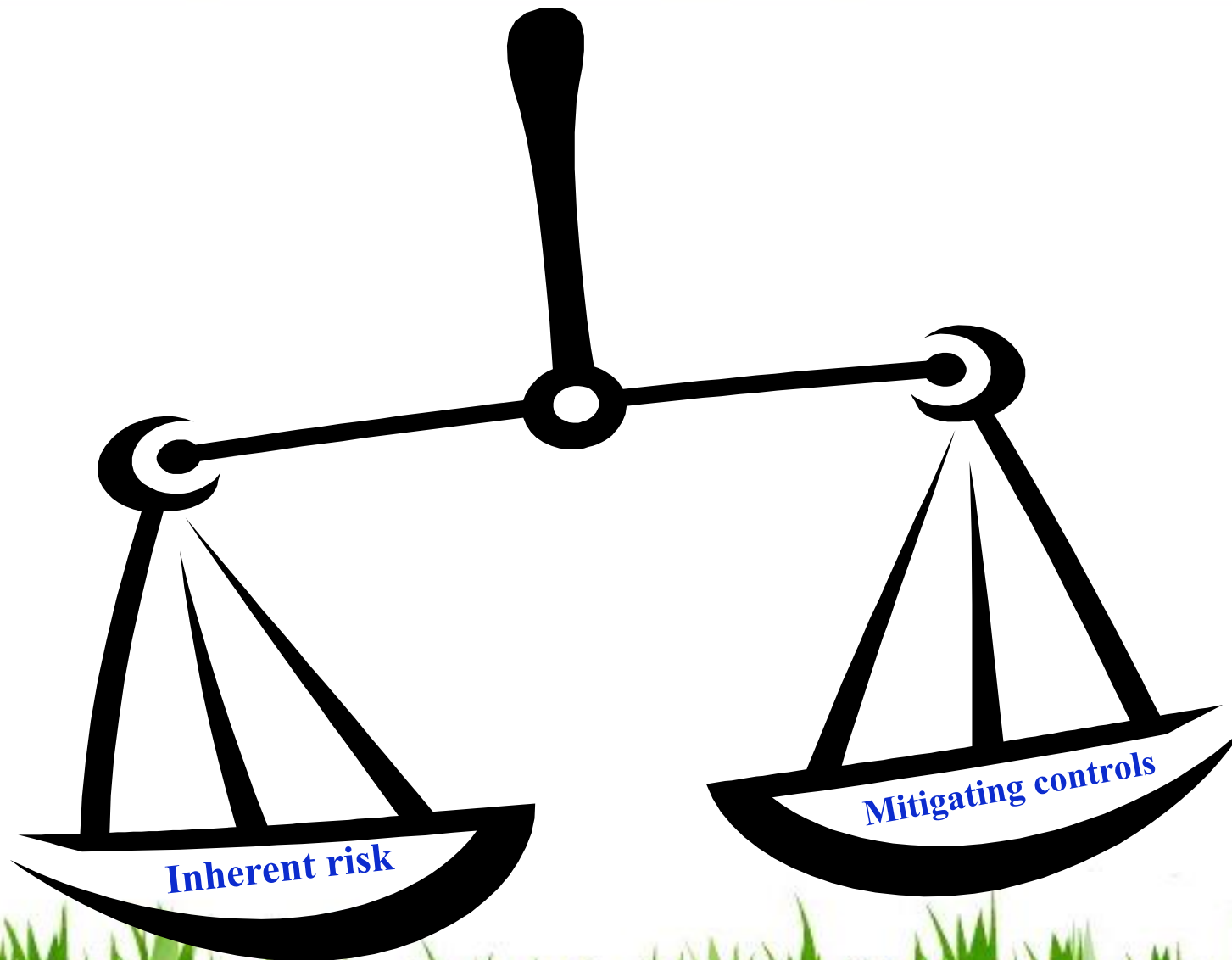
• **Risk rating scale = 1 (low risk) through 5 (high risk)**



Systematic Approach gives guidance for all risk levels (**High** – **Medium** – **Low**)



Balancing act: Risk versus Controls



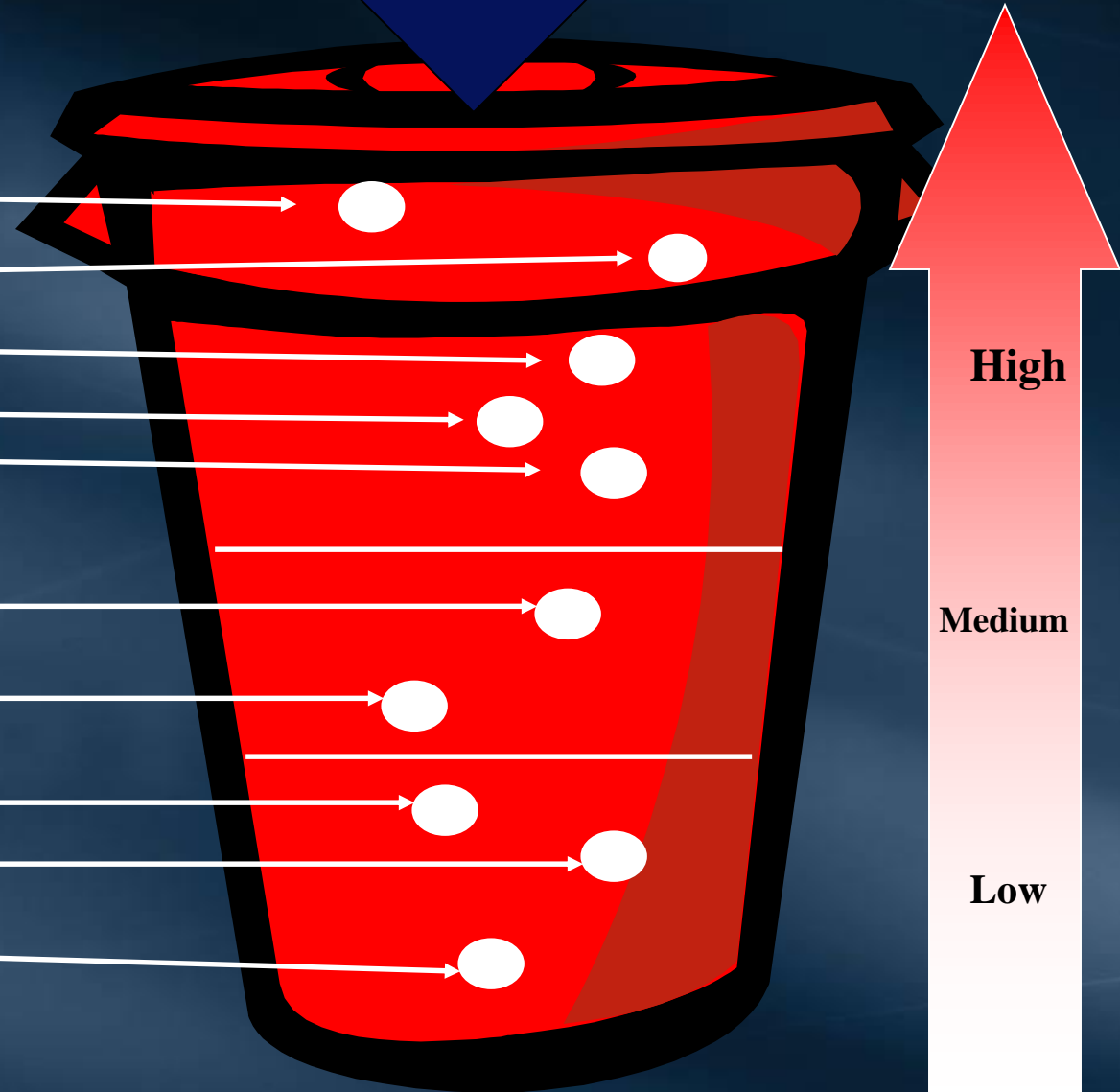


Inherent Risk

PCCP Program
Cyber/physical security
CIP Infrastructure Budget
COVID Response
Power Operations

BRP Continuity Program
Facilities Maintenance

Stores Inventory
IT Help Desk Services
Employee RideShare



Audit Universe

06/30/21

FY2021/22 Audit Universe

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High						Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Financ	Political	Legal/Reg	Operat	Auditor Judgm		FY Ended		
1	Various	Carryover audits from 2020/21 Audit Plan	Complete audits in process as of June 30, 2020.	180	1,340	1,520	180	1,340	Various	5	5	5	5	5	5	25	Recurring	
2	5000	Assist External Auditors	Assist external auditors with quarterly audits of financial statements and year-end audit of financial statements. Assist with the Single Audit if required. Anticipate changes due to teleworking. Also, evaluate new accounting pronouncements and adoptions. Contractually required.	-	600	600	180	1,940	CFO	5	5	5	5	5	5	25	Recurring	
3	5001	Perform Board Requests	Perform reviews at the request of the board.	-	200	200	180	2,140	BOD	5	5	5	5	5	5	25	Recurring	
4	5500	Perform Management Requests	Perform reviews at the request of management.	-	500	500	180	2,640	GM	5	5	5	5	5	5	25	Recurring	
5	6010	Audit Review	General Auditor review of audits and audit reports.	-	400	400	180	3,040	AUD	5	5	5	5	5	5	25	Recurring	
6	5010	Employee and Director Expense Reports	Evaluate controls over the expense reporting process; test expense claims for propriety and compliance with established policies (Operating Policy C-04); analyze expense trends and exposure. Required.	-	200	200	180	3,240	BOD/CFO	5	5	5	5	5	5	25	Recurring	Employee and Director Expense Reports (annual review); last audit June 2019 (Note: Full Expense audit performed in 2020)
7	5031	Colorado River Water Users Association	Perform a limited review of the Colorado River Water Users Association Financial Reports to gain assurance that the information is accurate and supported adequately.	-	125	125	180	3,365	BOD	5	5	5	5	5	5	25	Recurring	Colorado River Water Users Association (issued as requested annually). Last issued November 2020
8	6000	Audit Management attendance at Board meetings	General Auditor attendance at board and management meetings. Ensure that timely, thorough information is provided to the board; maintain sound relationships with board members. Review board letters and Office of the General Manager monthly reports. Disseminate information to teleworking staff.	-	550	550	180	3,915	AUD	5	5	5	5	5	5	25	Recurring	
9	2401	Water Conveyance	Provide assistance as requested for the State Water Conveyance Project. Monitor for progress.	-	50	50	180	3,965	SWI	5	5	5	5	5	5	25		
10	2402	Delta Islands	Review leases and property management.	-	300	300	180	4,265	SWI	5	5	5	5	5	5	25		
11	2330	State Water Contract	Water supply contract with the California Department of Water Resources. Richardson & Co. provides audit coverage. Provide assistance if requested.	-	80	80	180	4,345	WRM	5	5	5	5	5	5	25	Recurring	
12	2502	Regional Recycled Water Program	Monitoring project status of the Pilot Program.	-	50	50	180	4,395	WRM	5	5	5	5	5	5	25		
13	2951	CRA Power Operations	Review CRA power purchases, regulation compliance, accuracy of invoice processing with Boulder Canyon Project, Parker Davis Project, Lake Mead/Colorado Rider, 3rd party energy suppliers, AEPCO and CAISO. Review compliance for agreements with AEPCO and CAISO.	-	500	500	180	4,895	WSO	5	5	5	5	5	5	25		The original Emergency Management System was separated into three areas: CRA Power Operations, Hydroelectric Power Operations, and WECC Compliance.
14	2935	Security and Emergency Management	Evaluate physical security measures in place to protect persons and property, including outside security resources. Review activities of the Security Management Unit including physical security function at CRA, water treatment plants, distribution system and headquarters. Refer to Operating Policy E-01. Review Union Station Security and offsite security processes. (Facility Security Audit, Security Agreement Audit)	-	450	450	180	5,345	CFO	4	5	5	5	5	5	34		
15	2250	Capital Investment Plan - PCCP Rehabilitation and Replacement Program	Review controls over PCCP Rehabilitation and Replacement program including tests performed at the program, project, and contract levels. Include program management (project tracking activities, budget vs. actual monitoring, and reporting practices) for selected projects under the program. Evaluate controls over project authorization and project close-out processes. On the contract level, review controls over selected contract(s) including change orders and the validity of expenditures. Conduct selected contractor audits under MWD's audit clause.	-	400	400	180	5,745	ESG	5	4	4	5	5	5	25	2019	Second Lower Fender PCCP (2018)

Focus on the New and Emerging Risks

Sail Toward the Storms



Audit Department Business Plan 2021/22

Water System Operations

- Repair and Replacement
- Urgent Repairs
- Safety & Environmental Services
- District Housing
- Power Operations
- Chemical Management
- Water Quality Compliance Reporting
- Security and Emergency Management
- WSO Storage Programs

Water Resource Management

- WRM Programs
 - Conservation Credits
 - Device Rebates
 - On-Site Recycling Retrofit
- SWP
- Recycled Water Retrofit Incentive Program

Engineering Services

- Prestressed Concrete Cylinder Pipeline Program
- Engineering Consulting Agreements
- Major Construction Projects/ Repair & Replacement
- Union Station Improvements
- Wadsworth Pumping Station Upgrades

Chief Financial Officer

- ✓ Assist External Auditors
- ✓ Employee and Director Expense Reports
- ✓ Controls Over Financial Reporting
- ✓ Oracle Financial System
- ✓ Business Continuity Program
- ✓ Grants

Business Technology

- ✓ Quarterly Consulting Contracts Reporting
- ✓ Oracle Financial
- ✓ SCADA Cyber Security
- ✓ Business Systems Cyber Security
- ✓ IT Disaster Plan
- ✓ Teleworking Controls

Ethics, General Counsel, and External Affairs

- ✓ Assist in Internal and External Fraud Investigations
- ✓ External Affairs
 - ✓ Consulting Agreements

Real Property

- ✓ Delta Islands Property
- ✓ Leases and Revenue

Human Resources

- ✓ Employee Separations
- ✓ Temporary Employees
- ✓ Employee Benefits

Audit **Business Plan 2021/22**

Board of Directors

- ✓ Perform Board Requests
- ✓ Colorado River Water Users Association

General Manager

- ✓ Perform Management Requests
- ✓ Infrastructure Expenditures

Audit Department **Resource Allocation**

Audit Area	Budgeted Hours	% of Total
Finance/Operational/Compliance	8,700	59%
Information Technology	2,500	17%
Assist External Auditors (Contractual)	800	5%
Board/Committee Meetings and Support	500	3%
Board and Management Initiatives	800	5%
Special Reviews	1,200	8%
Follow-up Reviews	400	3%
Total	14,900	100%



Professional *Accountability*

Office of the General Auditor

Quality Assurance and Improvement Program



An evaluation of conformance with the **Definition of Internal Auditing** and the **International Standards for the Professional Practices of Internal Auditing** and whether internal auditors apply the **Code of Ethics**.

Assess the **efficiency** and **effectiveness** of the internal audit and identifies **opportunities for improvement**.

Integrity



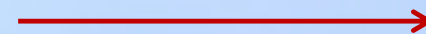


Mission and Objectives



Support

Business Plan Approach & Methodology



Endorse

Proposed Business Plan



Approve



BUSINESS PLAN 2021/22



No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance	Political	Legal/Reg	Operate.	Auditor Judgm.			
1	Various	Carryover audits from 2020/21 Audit Plan	Complete audits in process as of June 30, 2020.	180	1,340	1,520	180	1,340	Various	5	5	5	5	5	25	Recurring	
2	5000	Assist External Auditors	Assist external auditors with quarterly audits of financial statements and year-end audit of financial statements. Assist with the Single Audit if required. Anticipate changes due to teleworking. Also, evaluate new accounting pronouncements and adoptions. Contractually required.	-	600	600	180	1,940	CFO	5	5	5	5	5	25	Recurring	
3	5001	Perform Board Requests	Perform reviews at the request of the board.	-	200	200	180	2,140	BOD	5	5	5	5	5	25	Recurring	
4	5500	Perform Management Requests	Perform reviews at the request of management.	-	500	500	180	2,640	GM	5	5	5	5	5	25	Recurring	
5	6010	Audit Review	General Auditor review of audits and audit reports.	-	400	400	180	3,040	AUD	5	5	5	5	5	25	Recurring	
6	5010	Employee and Director Expense Reports	Evaluate controls over the expense reporting process; test expense claims for propriety and compliance with established policies (Operating Policy C-04); analyze expense trends and exposure. Required.	-	200	200	180	3,240	BOD/CFO	5	5	5	5	5	25	Recurring	Employee and Director Expense Reports (annual review); last audit June 2019.(Note: Full iExpense audit performed in 2020)
7	5031	Colorado River Water Users Association	Perform a limited review of the Colorado River Water Users Association Financial Reports to gain assurance that the information is accurate and supported adequately.	-	125	125	180	3,365	BOD	5	5	5	5	5	25	Recurring	Colorado River Water Users Association (issued as requested annually). Last issued November 2020
8	6000	Audit Management attendance at Board meetings	General Auditor attendance at board and management meetings. Ensure that timely, thorough information is provided to the board; maintain sound relationships with board members. Review board letters and Office of the General Manager monthly reports. Disseminate information to teleworking staff.	-	550	550	180	3,915	AUD	5	5	5	5	5	25	Recurring	
9	2401	Water Conveyance	Provide assistance as requested for the State Water Conveyance Project. Monitor for progress.	-	50	50	180	3,965	SWI	5	5	5	5	5	25		
10	2402	Delta Islands	Review leases and property management.	-	300	300	180	4,265	SWI	5	5	5	5	5	25		
11	2330	State Water Contract	Water supply contract with the California Department of Water Resources. Richardson & Co. provides audit coverage. Provide assistance if requested.	-	80	80	180	4,345	WRM	5	5	5	5	5	25	Recurring	
12	2502	Regional Recycled Water Program	Monitoring project status of the Pilot Program.	-	50	50	180	4,395	WRM	5	5	5	5	5	25		
13	2951	CRA Power Operations	Review CRA power purchases, regulation compliance, accuracy of invoice processing with Boulder Canyon Project, Parker Davis Project, Lake Mead/Colorado Rider, 3rd party energy suppliers, AEPCO and CAISO. Review compliance for agreements with AEPCO and CAISO.	-	500	500	180	4,895	WSO	5	5	5	5	5	25		The original Emergency Management System was separated into three areas: CRA Power Operations, Hydroelectric Power Operations, and WECC Compliance.
14	2935	Security and Emergency Management	Evaluate physical security measures in place to protect persons and property, including outside security resources. Review activities of the Security Management Unit including physical security function at CRA, water treatment plants, distribution system and headquarters. Refer to Operating Policy E-01. Review Union Station Security and offsite security processes. (Facility Security Audit, Securitas Agreement Audit)	-	450	450	180	5,345	CFO	4	5	5	5	5	24		
15	2250	Capital Investment Plan - PCCP Rehabilitation and Replacement Program	Review controls over PCCP Rehabilitation and Replacement program including tests performed at the program, project, and contract levels. Include program management (project tracking activities, budget vs. actual monitoring, and reporting practices) for selected projects under the program. Evaluate controls over project authorization and project close-out processes. On the contract level, review controls over selected contract(s) including change orders and the validity of expenditures. Conduct selected contractor audits under MWD's audit clause.	-	400	400	180	5,745	ESG	5	4	4	5	5	23	2019	Second Lower Feeder PCCP (2018)
16	2400	Bay-Delta Initiatives	Provide assistance as requested for Metropolitan activities concerning the Bay Delta Conservation Plan. This Plan is intended to ensure greater degree of water supply reliability related to the State Water Project and enhance and restore Delta ecosystems. FY 2021/22, monitor for progress.	-	50	50	180	5,795	SWI	3	5	5	5	5	23	2019	Bay Delta Initiatives - Consulting Agreements

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance	Political	Legal/Reg	Operate.	Auditor Judgm.		FY Ended	
17	2500	WRM Programs	Evaluate controls over program administration, contract compliance, assessment, reporting and reconciliation of financial incentives and funding agreements. Local Resource Program provides financial assistance to member agencies related to local water recycling and groundwater recovery projects. Conservation Credits Program provides financial assistance for development of conservation programs. Review WRMs "Monthly Conservation Report" for status on various programs.	-	600	600	180	6,395	WRM/WSO	5	5	3	5	5	23	2015	LRP -Groundwater Recovery Projects (2020); MWD Leased Lands - Palo Verde Irrigation District (PVID) Forbearance and Fallowing Program (2020); WRM Conservation Credits Program (2021)
18	2000	Capital Investment Programs	Review controls over major capital investment programs including tests performed on the program, project, and contract levels. Include program management (project tracking activities, budget vs. actual monitoring, and reporting practices) for selected projects under the Program. Evaluate controls over project authorization, change orders and close-out process for selected projects. On the contract level, review controls over selected contract(s) including change orders and the validity of expenditures. Conduct selected contractor audits under MWD's audit clause.	-	1,200	1,200	180	7,595	ESG	5	5	3	5	5	23	2018/19	DVL Fish Screen Replacement (2018), Jensen Electrical Upgrade - Stage 1 (2018), Weymouth Oxidation Retrofit (2018), Mills Electrical Upgrades (2018), Diemer Admin. Bldg. Seismic Upgrades (2018), Jensen Solar Power (2019).
19	7613	Business Continuity Program	Review business resumption capabilities, plans and programs which facilitate Metropolitan's ability to recover critical business systems in the event of a major regional disaster. The disasters may include earthquakes, power outages, ransomware attacks, and pandemic unrest. Review scope includes business impact analysis, functional exercises for critical MWD business processes, Information Technology business system disaster recovery, compliance with State and Federal requirements, and standing up backup facilities. Review planned employee relocations and temporary responsibilities to resume business operations.	400	-	400	580	7,595	ITG/CFO	4	5	4	5	5	23		
20	7616	Cyber Security - Ransomware and major malware Attacks	Evaluate the effectiveness of countermeasures, detection, and incident handling plans for ransomware and other major malware attacks.	500	-	500	1,080	7,595	ITG	5	4	5	4	5	23	2017	SCADA Cyber Security (2017).
21	5020	Ethics Office	Assess the risks and controls related to ethics program activities, including policies and practices; assess compliance with applicable regulatory requirements and Operating Policy E-05.	-	250	250	1,080	7,845	Ethics	3	5	5	5	4	22	2007	
22	5555	Quarterly Financial Analysis	Review and analyze Metropolitan's financial performance; prepare executive level summary of trends and variances of key items.	-	200	200	1,080	8,045	CFO	5	5	2	5	5	22	2011	Perhaps an audit due to higher risks
23	2922	WECC Reliability Compliance	Review compliance with the WECC Program. Help strengthen compliance efforts. The North American Electrical Reliability Corporation (NERC) and WECC use the Compliance Monitoring and Enforcement Program (NERC CMEP) and the WECC Compliance Monitoring and Enforcement Program Implementation Plan (WECC CMEP IP) to monitor, assess and enforce compliance with Reliability Standards within the United States.	-	400	400	1,080	8,445	WSO	3	4	5	5	5	22		
24	2953	Power Management Oversight Committee	Participate in the monthly meetings.	-	40	40	1,080	8,485	WSO	2	5	5	5	5	22		
25	7618	Application Security Controls - PeopleSoft Human Resources and Payroll	Evaluate adequacy and effectiveness of application security controls over the PeopleSoft Human Resources and Payroll application systems.	250	-	250	1,330	8,485	ITG/CFO	4	5	4	4	5	22		
26	7609	Cyber Security/Business Networks	Review adequacy of security controls over Metropolitan's business network systems. The review should also include sensitive data policies; business partner security, mobile device security, and other emerging technologies. Assess the balance between security restrictions and practical needs of security controls.	250	-	250	1,580	8,485	ITG	5	5	3	4	5	22	2019	Information Security Privileged Account Management (2019)
27	5014	CIP/Procurement Process	Document internal controls and revise audit flowcharts. Evaluate changes in operation and process. Also, assess separation of duties in Oracle Enterprise Business Suite during teleworking.	-	300	300	1,580	8,785	AUD	3	5	3	5	5	21	2020	
28	5015	COVID-19 Support Projects	Review activities modified as a result of the COVID-19 pandemic	-	150	150	1,580	8,935	AUD	4	5	5	4	3	21		
29	5551	Internal/External Fraud Investigations	Provide support as required to General Counsel or Ethics Officer regarding hotline calls or investigations.	-	75	75	1,580	9,010	Ethics	4	5	3	5	4	21	-	

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance	Political	Legal/Reg	Operate.	Auditor Judgm.		FY Ended	
30	2510	On-site Recycling Retrofit	Evaluate controls over program administration, contract compliance, assessment report and reconciliation of financial incentives and funding agreements. Metropolitan's On-site Retrofit Program provides financial incentives directly to public or private property owners to convert potable water irrigation or industrial water systems to recycled water service. Incentives of up to \$195 per acre-foot for five years of estimated water use are available, with a cap at the actual retrofit costs. Items eligible for incentives include project design; permitting; construction costs associated with the retrofit of potable to recycled water systems; connection fees and required recycled water signage.	-	350	350	1,580	9,360	WRM	4	5	3	5	4	21		
31	5040	Quarterly Consulting Contracts Reporting	Review and gain reasonable assurance that information included on the Quarterly List of Contracts Reports to the Board of Directors is accurate, complete and timely, and in compliance with the Administrative Code. Perform an analytical review of data and cost trends. Include comment in monthly report.	-	200	200	1,580	9,560	ADM	5	5	2	3	5	20	Recurring	Last issued June 2021
32	7708	TeamMate Maintenance	Provide technical support for TeamMate and other PC related issues within the Audit Department. Plan to deploy to TeamMate+. Work with consultants to migrate from TeamMate AM to TeamMate+.	500	100	600	2,080	9,660	AUD	4	4	4	4	4	20	recurring	
33	7364	Real Property Lease Tracking System	Review application controls for input, processing, output and interface with Oracle. Review security access, data backup and recovery, data retention, change management, and disaster recovery procedures. The new project will be completed by December 2021.	300	-	300	2,380	9,660	RP	4	4	4	4	4	20		New system implementation completion date is Dec 2021.
34	2952	Hydroelectric Power Operations	Evaluate the accounting and administrative controls over the hydroelectric power operation including agreement administration of hydroelectric contract with energy buyers, recording and reporting practices, compliance with the terms and condition of the contract, energy billings and their subsequent collections, and inspection and maintenance of power meters installed at the hydroelectric power plants.	-	300	300	2,380	9,960	WSO	4	4	4	4	4	20		
35	4520	Human Resources	Assess selected programs and processes within the HR function including cost-effective processes and programs in Total Compensation, Performance Management, etc. Major initiatives include Workforce Planning/Talent Management and succession planning. Review recruitment process including roles, responsibilities, reporting, effectiveness, cycle time analysis and potential enhancements.	-	450	450	2,380	10,410	HR	2	5	4	4	4	19	2010	
36	2920	Energy Management	Assist in evaluation of energy management and reliability programs including hydroelectric power recovery plants - Wadsworth Hydro Plant energy sales, solar power energy facilities, and Colorado River Aqueduct power. Assess controls over Greenhouse Gas reporting procedures to the state.	-	300	300	2,380	10,710	WSO	3	3	3	5	5	19	2019	Energy Management Program - Jensen Solar Power Facility (2019)
37	2100	Consulting agreements	Evaluate controls over consulting agreements including the bid/award process, agreement administration (payment, monitoring), and management reporting for multiple consulting agreements. Assess compliance with agreement terms and verify validity of payments. Identify operating inefficiencies.	-	750	750	2,380	11,460	ESG/ Various	3	5	3	3	4	18	Recurring	A review of Project Partners (177915), Carollo Engineers (180287), HDR Engineering (178378) (2020)
38	2300	Colorado River Aqueduct programs	Review and assess the administrative controls over CRA capital investment, maintenance or shutdown projects. Review project tracking and reporting activities; compare budget to actual costs; evaluate controls over project authorization and close-out processes. Includes programs managed by Strategic Water Initiatives staff.	-	250	250	2,380	11,710	ESG/WSO	4	3	3	4	4	18	2018	Sand Trap and Equipment Replacement (104093, Appr. 15373) (2017); CRA Pumping Plants Delivery Pipe Expansion Joint Repairs - Phase 2 (Contract 1848) (2018); CRA Seismic Retrofit of 6.9kV Switch House (104222, Appr. 15438) (2018)
39	1080	Internal Controls over Financial Reporting	Review documentation and testing of internal controls over financial reporting and information security. Annual Review	-	200	200	2,380	11,910	CFO	4	4	3	3	4	18	2019	
40	2930	Safety and Environmental Services Compliance	Review accounting and administrative controls over hazardous waste and environmental services agreements, hazardous spills and permits management, and employee safety training. Assess programs to ensure safe work practices and adherence to environmental and workplace health and safety regulations and operating policy (D-01). Consider hazardous waste disposal process. Audited last in 2017.	-	300	300	2,380	12,210	WSO	2	4	4	3	5	18	2017	Safety and Regulatory Services Compliance (2017)
41	7104	SDLC - IT Monthly Development Project Meeting	Monitor IT monthly project management meeting hosted by the IT Group Manager.	30	-	30	2,410	12,210	WSO	3	4	4	4	3	18	Recurring	Monthly Status Meeting held by IT

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance	Political	Legal/Reg	Operate.	Auditor Judgm.		FY Ended	
42	7360	Oracle Financial Applications	Review application controls for the Oracle Financial Application. The application controls include input, processing, output, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness.	200	-	200	2,610	12,210	ITG	3	3	3	5	4	18		
43	7102	SDLC - SCADA Upgrade Projects (SCADA, AMR, Wadsworth, and RTU Upgrades)	Monitor development controls for the DVL SCADA upgrades.	80	-	80	2,690	12,210	ITG/WSO/ES G	4	3	2	5	4	18		
44	7602	IT Data Center	Review IT server maintenance, configuration, UPS, disaster recovery, security controls, and other IT general controls. IT will deploy infrastructure change projects to relocate data center and disaster recovery facilities.	200	-	200	2,890	12,210	ITG	4	3	2	4	5	18		
45	4521	Employee Separations	Review effect on controls from employee separations (terminations, retirements and resignations). Also, assess compliance with related procedures (Operating Policy H-05) and return of Metropolitan assets (Operating Policy F-09) as well as exit routines (security, etc.). Consider termination payments related to accrued vacation, sick and compensatory leave (refer to Accrued Compensated Absences liability).	-	200	200	2,890	12,410	HR	3	4	3	4	4	18	2016	Employee Separations (2016)
46	7709	Wi-Fi Security	Review security configurations over the MWD's Wi-Fi access. Review encryption methodologies and prevention of data leakage. Verify adequacy of audit trail for devices that utilize MWD's Wi-Fi networks. Also, consider balance between security and user experience/ease of use (cost benefit of additional controls).	325	-	325	3,215	12,410	ITG	3	4	2	4	5	18		
47	7706	Intrusion Prevention System	Review security configuration over the IPS and verify effectiveness of identifying suspicious malware, intrusion, and other security violations.	275	-	275	3,490	12,410	ITG	1	5	3	5	4	18		
48	7406	SCADA Application System	Review application controls over the SCADA applications, a mission critical application for water operations. The application controls include data capturing from instrumentation, processing, output, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness.	400	-	400	3,890	12,410	ITG	2	5	2	5	4	18		
49	2254	Dam Rehabilitation and Safety Program	Evaluate controls over the internal and external Dam inspection programs as well as the controls over equipment procurement and professional service fee contracts associated with the Dam Safety Management Program.	-	400	400	3,890	12,810	ITG	1	5	4	4	4	18	2020	
50	1740	P-Card Review	Review controls surrounding the Purchasing Card (P-card) Program (credit cards used to purchase goods and services). Include card issuance and return, charging, review and reporting. Assess processes and controls to ensure validity and propriety of charges. JP Morgan Chase system implemented in 2021	-	100	100	3,890	12,910	ADM	4	3	2	4	4	17	2020	Procurement Card (P-Card) and Travel Card Programs Audit Report (2020)
51	7621	Emergency Response Planning and Exercises (WSO)	Review adequacy of the Metropolitan's organization, strategy, and planning for response to emergencies caused by natural disasters or other unavoidable circumstances.	300	-	300	4,190	12,910	RP	3	3	3	4	4	17		
52	2710	Remote Site Administrative Activities/ Company Housing	Review next phase of Company Housing Renovation Program. Perform comprehensive administrative control audits at remote sites (Lake Mathews, Gene Camp, etc.). Review service agreements (e.g. inspections, landscaping), timekeeping, and policy compliance. Audit will include review of company housing (program administration, verification of rent charges, and compliance with operating procedures).	-	250	250	4,190	13,160	RP	3	4	2	4	4	17	2018	Desert Housing Renovation Program (Appr. 15495) (2018)
53	1230	Federal Grants Administration	Review controls over federal grants including U.S. Bureau of Reclamation and FEMA including reimbursement, grant expenditure tracking, and reporting. Review for compliance with operating policy (C-21) and federal policies. Coordinate with Single Audit (Performed by external auditors).	-	200	200	4,190	13,360	CFO	3	4	3	3	4	17	2013	
54	1240	State and Local Grants	Review controls over administration of grants received from the state.	-	150	150	4,190	13,510	CFO	2	4	3	4	4	17	2009	
55	2933	Incident Reporting and Management	Review and assess processes and programs related to Operating Policy E-03, Incident Reporting (work related employee accidents or illnesses, loss to Metropolitan equipment, etc.). Focus on efficiency and integrity of reporting processes.	-	200	200	4,190	13,710	HR	2	4	3	3	5	17		

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance	Political	Legal/Reg	Operate.	Auditor Judgm.		FY Ended	
56	1250	Accounting for and Billing of Reimbursable Projects	Review controls over project authorization, billing, collection, contract management, and closeout processes. These projects require reimbursement from a contracting entity. They can originate from any group, such as services provided for the benefit of DWR and State Water Project facilities. Review for compliance with Operating Policy C-01.	-	250	250	4,190	13,960	WRM/WSO	3	3	2	4	5	17	2017	Audited in 2017 by LR and given Less Sat on 3/26/18. <u>Follow-up review in process.</u>
57	2700	Facilities Maintenance	Evaluate routines to ensure Metropolitan assets (machines, pumps, etc.) are properly maintained; assess compliance with preventive, corrective and emergency maintenance procedures and test compliance with regulatory requirements governing equipment care and management. Verify propriety and accuracy of maintenance costs.	175	600	775	4,365	14,560	WSO	3	3	3	4	4	17	2018	Treatment Plant - Skinner Business Support and Administrative Activities (2018)
58	2900	Chemical Management	Review controls regarding the purchasing, handling, storage, safety and transportation of chemicals. Review compliance with terms and conditions for agreements with chemical suppliers.	-	500	500	4,365	15,060	WSO	3	3	4	4	3	17		
59	7403	Nautilus LIMS	Review application controls over the Nautilus LIMS. The application controls include reporting, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness.	200	-	200	4,565	15,060	WSO/ITG	3	2	4	4	4	17		
60	7617	Information Security Privilege Account Management	Review the admin and service account management in IT infrastructures and platforms to mitigate potential security vulnerabilities.	200	-	200	4,765	15,060	ITG	4	3	3	4	3	17		A report was issued in 2019.
61	6032	Governance	Review leading practices in reviewing governance processes and risks in public agencies. Develop framework for evaluating risks related to governance and potential role of Audit Department.	-	75	75	4,765	15,135	AUD	3	3	4	3	4	17	2017	
62	7715	Mobile Device Management and Security Controls	Review mobile device security controls (AirWatch) to ensure adequacy of security controls over the subscribed mobile filtering services. InfoSec has 150 licenses and 50+ were installed with management's mobile devices for approval process including Worktech and purchase requests.	400	-	400	5,165	15,135	ITG	4	3	2	4	4	17		
63	2050	Capital Projects less than \$400,000	Review controls over smaller capital projects (project management, contract compliance, remittances, Board reporting). The Minor Cap program (\$3.5 million in 2010/11) is authorized to enable staff to expedite smaller, unscheduled capital projects with rapid response. Audited 2012 with Less Than Satisfactory rating. Performing follow-up in 2014.	-	600	600	5,165	15,735	ESG	3	4	3	3	3	16		Minor Cap Project Audit in-process
64	6030	Audit Quality Assurance	Execute the Quality Assurance & Improvement Program (QA&IP), including periodic internal and external quality assessments of Audit Department activities. Last external quality assessment performed June 2019.	-	300	300	5,165	16,035	AUD	3	3	2	3	5	16	External Every 5 years (2017); Internal -	IIA Assessment (6/2017)/ Internal Review (2021)
65	2600	WSO Storage Programs	Review procedures and controls related to various storage programs (i.e. Interim Agriculture, Seasonal Storage, etc.)	-	375	375	5,165	16,410	WSO	2	4	2	4	4	16		
66	3045	E- Discovery	Review processes and ensure compliance related to the management, storage, retrieval and responding to Public Records Act requests and litigation support. Review application controls including input, processing, output, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness. Other specific control review may include legal concerns of the usage of confidential employee emails, effectiveness of topic searching, and reliability of the software.	-	325	325	5,165	16,735	Legal	3	3	3	3	4	16	2013	SDLC Project (2013)
67	4050	Employee Usage of Company property	Review compliance with procedures to ensure proper approval and issuance of telecommunications devices and allowances; usage of company property (may include cell phones, iPads for Directors and employees, office phones, pagers, computers, Company 800 number, etc.); and valid expenditures. Refer to Operating Policy F-04.	-	275	275	5,165	17,010	ITG/ADM	2	5	3	2	4	16	2012	
68	3040	Legal Contracts and Settlements	Review controls over the legal contracting process (similar to consulting contract process) and tracking and performance of legal settlements (employee and contractor/vendors). Focus on process/procedures and payment process, as well as effectiveness, timeliness, and accuracy of reporting.	-	200	200	5,165	17,210	Legal	4	3	3	3	3	16	2014	Legal Dept. Contracts and Settlements (10/2014, 2009)

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance.	Political	Legal/Reg	Operate.	Auditor Judgm.		FY Ended	
69	3060	Emergency Preparedness	Assess efforts within Metropolitan to maintain emergency preparedness and response capabilities (non-IT focus). Review Emergency Management (Operating Policy A-06) to ensure adequate training, crisis management, business resumption, and recovery strategies and procedures. See also Business Continuity Program.	-	500	500	5,165	17,710	WSO	3	3	2	4	4	16	2019	Emergency Response Planning and Exercises (2019)
70	1220	Customer Deposits and Trust Funds	Review internal controls over the accounting of cash receipts, disbursements, and the reconciliation of cash balances held in deposit or trust relationships. Evaluate compliance to contribution, payment, and financial reporting requirements of agreements.	-	200	200	5,165	17,910	CFO/WRM/ESG/SWI	3	3	3	3	4	16	2014	Metropolitan Trust Funds (2014).
71	3050	Fleet management/Fuel Supply	Review risk and controls related to security, acquisition, authorization, issuance, usage and disposition of Metropolitan fleet vehicles. Review the risk and controls related to security, regulatory compliance, acquisition, usage, and monitoring of fuel utilized in Metropolitan Fleet vehicles.	-	200	200	5,165	18,110	WSO	3	3	2	3	5	16	2020	Fleet Management and Maintenance (2020) Fuel Management (In process)
72	2800	Water Quality	Assess selected programs and processes to ensure Metropolitan delivers water that meets all water quality regulations and objectives. Programs include monitoring of pharmaceuticals, clean-up and protection of source waters, pursuing funding opportunities, ozone disinfection, chlorine containment, Colorado River Basin Salinity control, Lake Perris water quality, perchlorate and fluoride programs, and State Water Project Water Quality. 2007 audit focused on water quality laboratory.	-	100	100	5,165	18,210	WSO	1	4	3	3	5	16	2019	Water Quality Compliance Reporting (2019)
73	2910	Mussel Control Program	Assess Quagga Mussel containment programs in Lakes Mathews, Skinner, Copper Basin and Gene Wash, along the CRA and the SWP. Assess boat inspection programs at DVL and Lake Skinner. Major O&M project. Verify chlorine costs are decreasing due to less dependence on CRA.	-	200	200	5,165	18,410	WSO	3	2	2	5	4	16	2009	
74	2730	Treatment Plants	Evaluate risks and controls of activities at treatment plants including procurement, labor overtime, budget variances, training compliance, safety activities, and management reporting.. Evaluate Business Support Teams Activities (budget, front office, procurement, etc.).	-	400	400	5,165	18,810	WSO	3	3	3	4	3	16	2018	Skinner Business Support and Administrative Activities (2018)
75	7011	PC Replacement Project	Review administrative and project management controls including planning, budgeting, capitalization, reporting, and deployment, and retirement related to the Personal Computer Replacement Project.	250	-	250	5,415	18,810	ITG	4	3	2	4	3	16		
76	4530	Temporary Workers	Review controls and monitoring activities related to agency agreements for temporary workers used to manage peak workloads, etc. Ensure post-Cargill routines are established and functional.	-	325	325	5,415	19,135	HR	3	3	4	3	2	15		
77	1050	Budgeting Process and Variance Reporting	Assess processes and controls related to creating the budget and monitoring performance including accurate and timely variance reports. Assess controls in Integrated Budget Management System. Last audit (2010) focused on O&M and operating equipment budget processes; variance analyses; and security and access controls over IBMS.	-	200	200	5,415	19,335	CFO	5	3	1	3	3	15	2015	Budget Process (2015)
78	3030	Business Outreach	Review policies and processes related to registration and certification of Small Business Enterprises, Regional Business Enterprises and Disabled Veterans Business Enterprises; participation in consulting and construction contracts; and recordkeeping/reporting.	-	200	200	5,415	19,535	EA	3	3	4	3	2	15	2015	Business Outreach Program (2015)
79	1020	Payroll	Assess Human Resources and Payroll controls related to compensation including timekeeping, deductions and the labor transfer process. Evaluate compliance with applicable payroll laws, procedures, and MOU. Utilize automated testing of selected payroll transactions. Analyze overtime trends. Ensure appropriate accounting between expenses and capitalized labor costs.	-	500	500	5,415	20,035	CFO	3	3	3	3	3	15	2019	2019
80	1720	Equipment Inventory	Review controls over management of capital equipment, generally costing >\$5,000 with a useful life of > 5 years and not a component part of fixed asset or a stationary facility. Includes evaluating controls over management of equipment, including acquisition, receipt, accounting for and inventorying.	-	200	200	5,415	20,235	ADM	3	4	1	3	4	15	2009	Equipment Inventory (2009)
81	1040	Property and Plant Assets	Evaluate controls over the acquisition, sale, disposal or retirement of Property and Plant assets, including capitalized portable equipment. Review compliance with Operating Policy F-01 Operating, Expensed and Capital Equipment. Includes review of Construction-in-Progress accounting and process; reporting; interest capitalization; appropriation close out routines.	-	300	300	5,415	20,535	CFO	4	3	1	3	4	15	2008	IT Infrastructure Reliability Program - IT Network Reliability Upgrades (Project 104682) (2020)

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance	Political	Legal/Reg	Operate.	Auditor Judgm.		FY Ended	
82	2650	SWP Water Transfer Program	Evaluate controls over accounting and administrative processes. Review various transfer, storage, and exchange agreements for compliance with contractual terms and accurate and complete accounting. FY18-19 Budget is \$27MM. See also "WRM Programs" audits above.	-	250	250	5,415	20,785	WRM	2	2	3	4	4	15	2013	Central Valley Water Transfer (2013)
83	7705	Identity Management System	Review security and administrative controls over the password resetting systems. New module installed in 2016 due to compatibility issues caused by application upgrades.	250	-	250	5,665	20,785	ITG	1	4	2	4	4	15		
84	2025	Contract Bidding Process	Evaluate controls over the contract bidding process including how engineer's estimates are generated, communicated, and released, how vendor's are selected to bid, as well as the usage of a vendor portal.	-	350	350	5,665	21,135	ITG	1	4	2	4	4	15		
85	7301	PeopleSoft Payroll	Review application controls including data integrity, system reliability, reporting, and potential fraud implications of PeopleSoft Payroll System. (Note: Access controls are addressed separately. See TeamMate # 7618)	300	-	300	5,965	21,135	ITG/CFO	3	3	3	3	2	14		
86	7604	Software Licensing Tracking and Purchases	Review IT controls and policies related to desktop software licensing, copyright compliance, and software acquisition. Also examine usage of Pulse Secure and Office 365 licenses (Skype and Teams).	200	-	200	6,165	21,135	ITG	3	3	4	2	2	14		
87	3000	Real Property (excluding Delta Islands)	Review risks and controls over the management of property leases, easements, entry permits, licenses, and property acquisition and disposal. Include receivables management and collection of lease income and sale of surplus property.	-	325	325	6,165	21,460	WRM	3	3	3	3	2	14	2020	Real Property - Lease Management (2020); Delta Island Leases (Inprocess)
88	7706	Patch Management	Evaluate change management process and assess control adequacy to manage patches for MWD's critical networks, operating systems, middleware, applications, and security software.	325	-	325	6,490	21,460	ITG	3	3	3	3	2	14		
89	7402	Water Labsheet System	Review application controls over the Water Labsheet System. The application controls include input, processing, output, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness.	200	-	200	6,690	21,460	ITG/WSO	3	2	2	4	3	14	2013	
90	1091	Self-Insurance Fund	Review risk management of self-insurance fund; compliance with policies; cost accumulation and reporting.	-	200	200	6,690	21,660	CFO	3	3	4	2	2	14		
91	4060	Employee Tuition Reimbursement Program	Review controls over the Program; test reimbursements for compliance with policies (Operating Policy J-01).	-	200	200	6,690	21,860	HR	3	3	3	3	2	14	2006	
92	1731	Purchasing - Professional Services Contracting Process	Evaluate administrative controls by testing compliance with the contracting requirements of procurement policies and procedures for soliciting proposals or qualifications, vendor evaluation, contract award and contract close-out. Identify operational inefficiencies. May also include controls over vendor and contract records in the Oracle Procurement Database.	-	400	400	6,690	22,260	ADM	2	3	3	4	2	14	2018	Purchasing - Professional Services Contracting Process (2018)
93	3020	External Affairs Activities	Review the administration and selected functions within the External Affairs Group, including legislative services; advertising; conservation and community services programs; media services; education and outreach programs. Website design and implementation - content control, cost analysis & timeline assessment.	-	350	350	6,690	22,610	EA	3	5	3	2	1	14	2019	External Affairs - Quigley Simpson Hepplewhite (177668) - 2019
94	3022	Inspection Trips	Review controls related to expenditures, cost accumulation and reporting of Inspection Trips, which are offered to directors and guests.	-	275	275	6,690	22,885	GM	2	4	4	3	1	14	2015	Management request (CG- 8/2015, 2012)
95	1730	Purchasing - Materials and Non-Professional	Review the controls over the requisition, bidding, and purchasing of materials and supplies of non-professional (e.g. janitorial work or landscape maintenance services) and non-construction purchasing activities (including blanket orders, supplier agreements, vendor master file controls, etc.). Use data analytics (100% population testing) in such areas to identify price discrepancies among treatment plants.	-	400	400	6,690	23,285	ADM	3	3	2	3	3	14	2016	Report on Review of Purchasing - Non-Professional Service Contracts - 2916
96	4000	Employee Benefits	Review controls over various benefit plans, including 401K and 457, Cobra Plan, retirement counseling, professional development, and leave claims. Also includes compliance with program and MOU provisions. CalPERS performed health care eligibility audit in 2013 and is planning additional eligibility verification in 2014.	-	350	350	6,690	23,635	HR	2	3	4	3	2	14	2011	

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance	Political	Legal/Reg	Operate.	Auditor Judgm.		FY Ended	
97	3010	Surplus Equipment and Personal Property	Review the controls and procedures over the retirement and disposal of surplus equipment and property. Test compliance with Operating Policy F-02. Metropolitan retired \$4.3 million over 26 months during last audit and generated \$0.4 million cash proceeds. Consider compliance with E-waste regulations.	-	400	400	6,690	24,035	ADM	2	4	2	2	4	14	2013	Surplus Property (2013)
98	1092	Water Rate Stabilization Fund	Review fund administration and reporting along with compliance with provisions of Administrative Code.	-	200	200	6,690	24,235	CFO	4	3	2	2	3	14	2007	
99	7001	Accounts Payable (AP) Imaging	Review the front-end app for the Oracle Accounts Payable system. Review accuracy of automated inputs for invoices from MWD vendors. Verify consistency and efficiency of the optical character recognition (OCR) technology. Evaluate cost benefits of the implementation as stated in the project documents (request for proposal, consultant contracts, etc.)	325	-	325	7,015	24,235	ITG/CFO	4	2	2	4	2	14		
100	7505	Budget Management System	Review application controls for the Budget Management System. The application controls include reporting, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness.	200	-	200	7,215	24,235	CFO	3	2	2	4	3	14		
101	7615	IT Help Desk Services	Review the IT Help Desk procedures to assess efficiency and effectiveness of processes including problem tracking, escalation and resolution procedures. IT deployed an enterprise-level IT service management system (ITSM) in 2021.	400	-	400	7,615	24,235	ITG	2	2	1	4	5	14		
102	7405	Asset Information Services	Review the effectiveness of integrated inventory tracking system for Metropolitan's physical assets. The functions will integrate SCADA, GIS and Maximo systems to provide effective tracking of over 130,000 asset items.	250	-	250	7,865	24,235	ITG/WSO	3	1	3	4	3	14		
103	2100	Sole-Source Contracts	Evaluate controls over sole source contracts including the bid/award process, agreement administration (payment, monitoring), and management reporting. Assess compliance with agreement terms and verify validity of payments. Identify operating inefficiencies.	-	275	275	7,865	24,510	ITG	2	5	1	3	3	14		
104	7361	iExpense Application System Review	Review the application controls for the input, processing, output, and interfaces with Oracle. Review security access, data backup and recovery, data retention requirements, change management, and disaster recovery procedures. Review retention policy for receipts and expense claims. Review procedures over expense reimbursement to see if they can be stream-lined. For example, do original copies of receipts need to be submitted, along with pdf versions? If not, do original receipts need to be retained for a specific period of time?	200	-	200	8,065	24,510	CFO	2	3	3	3	2	13		Travel Expense Reports and the iExpense Module of the Oracle Enterprise Suite Audit Report (2021)
105	7305	Treasurer Investment System - Sympro	Review application controls over Sympro, a LAN based investment tracking system used by the Treasury. The application controls include input, processing, output, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness.	175	-	175	8,240	24,510	ITG/CFO	2	3	3	3	2	13		
106	1510	Interest Rate Swap Program	Evaluate controls over the Swap Program, including program administration and reporting, and compliance with terms and conditions of swap agreement. Verify financial records and Board reporting and assess compliance with GASB Statement 53. Consider external auditor coverage.	-	200	200	8,240	24,710	CFO	3	3	3	2	2	13	2012	Interest Rate Swap Program (2012)
107	4500	EEO Program	Review policies, controls and processes related to EEO activities, including training, policies and procedures, and regulatory compliance including EEO related reports.	-	250	250	8,240	24,960	CFO	2	4	3	1	3	13		
108	1280	Water Inventory and Cost of Water	Review controls related to administration, recording and reporting processes of water inventory and cost of water. Area of focus for external auditors.	-	200	200	8,240	25,160	WSO/CFO	4	1	1	4	3	13	2012	Water Inventory and Cost of Water (2012)
109	7205	Enterprise Content Management System	Review application and access controls around the input, update, retention and output of the Enterprise Content Management system.	300	-	300	8,540	25,160	ITG	4	2	2	4	1	13		
110	7005	Social Media	Assess information technology controls over information security and data protection including employee owned devices including smartphones and tablets. A MWD social media policy was published in January 2017 by GM.	200	-	200	8,740	25,160	EA/ITG/ Legal	2	4	4	2	1	13		

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance.	Political	Legal/Reg	Operate.	Auditor Judgm.		FY Ended	
111	7404	MAXIMO	Review application controls over Maximo system including the hand held devices; interfaces with Oracle labor and inventory modules; the Preventive maintenance module. Other application controls reviewed may include input, processing, output, work order scheduling, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness.	250	400	650	8,990	25,560	ITG/WSO	3	3	1	4	2	13		
112	7411	Board Document Management System	Perform audit risk assessment along with development in this area. Board Document Management System (BDMS) is a software used to prepare board meeting related documents. MGO area of focus. Review application controls including workflow, system reliability, access controls, report routing process, record retention, and backup and restore process. BDMS utilizes SharePoint workflow to streamline the Board Letter preparation process. The system facilitates a Board Letter from authoring to finally being approved and published to the Board Agenda. At any given time, there are dozens of documents routing among the responsible people. BDMS is the application to keep track of them and make assure they are complete before going to the Board.	225	-	225	9,215	25,560	ITG	3	2	3	2	3	13		
113	7501	PeopleSoft Human Resources	Review application controls over the PeopleSoft HR System. The application controls include input, processing, output, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness. (Note: Access controls are addressed separately. See TeamMate # 7618)	400	-	400	9,615	25,560	HR	1	2	4	4	2	13		
114	7426	Water Quality Compliance Reporting System (DBP-CDRS, EQUIS, IESWTR, etc)	Review application controls over the Water Quality Reporting System including DBP-CDRS and its up and downstream applications. The reporting system is in an in-house developed WQ data warehouse. The controls include data accuracy for reporting to CA Dept of Public Health (CDPH). Other application controls include input, processing, output, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness.	350	-	350	9,965	25,560	HR	2	2	4	3	1	12		
115	4010	Employee Training Programs	Assess controls over program activities including training requisition and approval process, administration and reporting practices, external training agreements and payments, compliance with policies (Operating Policy J-05) and certification requirements including in-house training programs.	-	200	200	9,965	25,760	HR/WSO	3	2	2	4	1	12		
116	7610	Web Platform/Infrastructure	Review the web configurations including infrastructure, network, DMZ, and security controls. Review adequacy of policies and procedures for web content management and incident handling for potential hacking/intrusions.	300	-	300	10,265	25,760	ITG/EA	3	3	3	2	1	12	2016	
117	5022	Improper Acceptance of Gifts	Review leading practices and assess Metropolitan's current framework regarding the improper acceptance of gifts, gratuities and/ or facilitating payments. Consider current policies, procedures, and training activities (including Operating Policy C-23 "Employee Discounts From Vendors"; Operating Policy E-05 "Reporting Fraud and Misconduct" and Operating Policy H-03 "Ethics Policy".)	-	150	150	10,265	25,910	ESG/WSO/A DM	2	3	3	2	2	12		
118	1030	Accounts Payable and Disbursements	Review controls over A/P and payment process and test compliance with established procedures. Review controls over petty cash; emergency cash funds and disbursements; wire transfers and checks. Evaluate controls over vendor and contract records. Evaluate disbursement timing, within approved policy or contractual parameters. Evaluate cash management process effectiveness.	-	400	400	10,265	26,310	CFO	3	2	2	2	3	12	2017	Accounts Payable and Cash Disbursements (2017; 2011); Accounts Payable (2008); Check with Order (2021)
119	1019	Accounts Receivable and Cash Receipts	Review the accounts receivable process including risks and controls for all types of cash receipts and remittance handling processing (Op. Policy C-09). Test controls and transactions.	-	200	200	10,265	26,510	CFO	3	3	1	2	3	12	2017	
120	1260	Deferred Water Rights	Evaluate accounting and recording (deferred costs and corresponding amortization) and compliance with water rights policies. External auditor area of focus.	-	225	225	10,265	26,735	CFO	3	1	3	3	2	12	2008	
121	4510	Disability Management/Workers' Compensation Program	Review controls related to compliance with State workers' compensation regulations and Metropolitan procedures (E-11 - "Disability Management/Reasonable Accommodation") including testing, analysis of cost trends, procedures, and accounting treatment. Verify contract compliance with third party administrator. Metropolitan self insures a portion of workers' compensation liabilities and supplements this with excess insurance coverage.	-	300	300	10,265	27,035	HR	2	3	3	3	1	12	2014	Worker's Compensation (2014); Workers' Compensation (2009)

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance	Political	Legal/Reg	Operate.	Auditor Judgm.		FY Ended	
122	4030	Employee Memberships	Review controls over approvals, payments, and reporting related to employee memberships.	-	150	150	10,265	27,185	EA	2	4	3	1	2	12		
123	2340	Joint Venture - San Joaquin Reservoir	Review controls over the selection, administration and monitoring of contractors. Consider controls related to service connection agreements with member agencies (water flows and distribution channels) and controls related to non-member agency agreements for all underground construction for water flow and water regulation.	-	225	225	10,265	27,410	WSO	2	1	2	4	3	12		
124	1000	Operating Revenue	Review controls over billing and test transactions related to operating revenue, consisting of water sales (\$1.2 Billion); readiness-to-serve charges (\$154 million) and power recoveries (\$21 million) (FY 2013/14 figures). Test the accuracy of invoices and timeliness of collection. Extensively covered by external auditors.	-	150	150	10,265	27,560	CFO/WSO	4	2	2	3	1	12	2012	Operating Revenue- Water Sales (2012); Revenue Cycle -power, leases, licenses, and entry permits (2009)
125	1736	Records Management	Assess processes and controls related to Metropolitan's paper and electronic records. Include compliance with Operating Policy B-03 "Records Management".	-	200	200	10,265	27,760	ADM	2	4	3	2	1	12		
126	1010	Tax Revenue	Review controls for the calculation, billing, collection and accounting of tax revenues. Property tax revenue is billed and collected by counties in service area and used to pay bond debt service. It is classified as non-operating revenue but billed on same monthly invoice.	-	200	200	10,265	27,960	CFO	4	2	2	1	3	12	2010	Property Tax Revenue (2010).
127	7433	Water Conservation System	Review application controls for the Water Conservation System including conservation credit tracking (input, processing, output reporting); access security; data backup and recovery; data retention requirements; change management; and disaster recovery preparedness.	250	-	250	10,515	27,960	ITG/WSO	3	3	2	3	1	12		
128	7605	IT Enterprise Risk Management	Review IT Enterprise Risk Management and risk mitigation strategies.	150	-	150	10,665	27,960	ITG	3	3	3	1	2	12		
129	7369	Water Information System (WINS)	Review accuracy of water billing data and consistency of processing within the Oracle Accounts Receivable System. Review the process of automated/manual credit adjustments to bills. Review additional application controls including input, processing, output, access security, data backup and recovery, data retention requirements, change management, and disaster recovery readiness.	400	-	400	11,065	27,960	ITG/CFO	5	2	2	2	1	12		
130	7423	Automated Meter Reading System (AMR)	Review application controls over the AMR System including accuracy of data from the water meter instrumentation at service connections, downstream to WINS, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness. Ensure controls around data loss. Check steps taken for succession planning.	250	-	250	11,315	27,960	ITG/WSO	3	2	2	3	2	12		
131	7614	Microsoft SharePoint Applications	Review configurations of MWD's SharePoint apps and access security controls.	175	-	175	11,490	27,960	ITG	2	2	2	4	2	12		
132	2651	Enterprise Risk Management	Review controls related to incident reporting, liability/property claims management, insurance program management, and risk assessment process. Begin with Risk Council.	-	200	200	11,490	28,160	CFO	2	2	3	2	2	11		
133	1710	Stores Inventory	Review controls over inventory management, recordkeeping, security and access, cycle counting and periodic inventory of stores inventories (material held as replenish able stock items at eight warehouses). Identify opportunities for improved efficiencies. As of June 2012, balance was \$11.7 million, excluding chemical inventory. Refer to Operating Policy (F-08 Stores Inventory Verification). Focus on La Verne.	-	200	200	11,490	28,360	ADM	3	2	2	2	2	11	2021	
134	1270	Computer software accounting and cost analysis	Review accounting and capitalization process of major computer system software. Review compliance with I-03 and I-04 operating policies. Also, review controls over budgeting and monitoring software maintenance and licensing costs and trends.	-	300	300	11,490	28,660	ITG	2	1	3	3	2	11	2012	Computer Software Accounting and Cost Analysis (2012)
135	1520	Investments	Evaluate risks in Treasury Operations, including investment portfolio management's compliance with the California Government Code and Metropolitan policies. Review controls over investment transactions. KPMG area of focus.	-	200	200	11,490	28,860	CFO	4	2	2	1	2	11		
136	1525	Risk Management	Review controls related to Metropolitan's casualty insurance and risk management program incident reporting, liability/property claims management, insurance program management, and risk assessment process.	-	150	150	11,490	29,010	CFO	2	2	2	3	2	11		
137	7611	Email system - Exchange/Outlook	Review MWD's Exchange Server and Outlook configurations, email administration, and security controls.	200	-	200	11,690	29,010	ITG	2	3	2	3	1	11		

No.4	Team Mate #	Audit Projects	Audit Project Description	Hours			Cum. IT Hours	Cum. Fin. Hours	Org.	Risk Levels 1 = Low; 5 = High					Total Risk points	Recent Audits	Recent Audits
				IT	Finance	Total				Finance.	Political	Legal/Reg	Operate.	Auditor Judgm.		FY Ended	
138	7425	Environmental and Safety Management Information System	Review application controls for the Environment and Safety Management System. The system was implemented by WSO to track permits related to hazard incidents, compliance, and issues from internal inspections and CA State regulations. Three modules have been implemented: hazard material purchase tracking, hazard material incident management, and hazard incident tracking. The controls include input, processing, output, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness. Also review the cloud host vendor's Statement on Standards for Attestation Engagements (SSAE) No. 16 document.	300	-	300	11,990	29,010	ITG/WSO	2	2	3	3	1	11		
139	7002	SDLC - Oracle Financial Upgrades	Monitor development controls for the Oracle Financial Upgrades.	20	-	20	12,010	29,010	ITG/CFO	3	3	1	3	1	11		
140	7005	SDLC - PeopleSoft Upgrades	Monitor development controls for the PeopleSoft Upgrades.	20	-	20	12,030	29,010	ITG/HR	2	3	2	3	1	11		
141	1210	Other Income, Expense, and Receivables	Review accounting procedures and analyze transactions in account for propriety and compliance with Administrative Code. Other income includes Investment income and Other Income	-	200	200	12,030	29,210	CFO	3	2	1	1	3	10	2010	Other Income, Expense, and Receivables (2010).
142	2660	WSO - Proposition 13 Consecutive Use Programs	Review program's processes, controls and status. In June 2000, the State allocated \$45 million of Proposition 13 funding to Metropolitan to help finance the Southern California Reliability Projects.	-	200	200	12,030	29,410	WSO	2	2	3	2	1	10	2011	Proposition 13 Consecutive Use Programs (2011)
143	7506	Contract Management System (CMS)	Review application controls for the Contract Management System. The interface includes Oracle Procurement System.	200	-	200	12,230	29,410	ITG	1	2	4	2	1	10		
144	7608	Enterprise Unix Hosts & Servers	Review server configurations and security controls over HP-UX, Solaris, and other UNIX servers.	325	-	325	12,555	29,410	ITG	2	2	2	3	1	10		
145	7580	E-Form Applications	Review eForm application controls including change management, security settings, backend Oracle connections, backup and recovery, and data retention requirements.	200	-	200	12,755	29,410	ITG	1	1	2	3	2	9		
146	7770	Application Security Controls (Oracle Financials, and other applications)	Review application security settings over MWD's application systems. Assess adequacy of application security controls. The application may include Oracle subsystem and any specific application(s).	400	-	400	13,155	29,410	ITG/CFO	2	2	2	2	1	9		Oracle EBS Application Security Controls (In process);
147	7401	GIS Application/Google Earth	Review application controls over the GIS/Google Earth applications.	150	-	150	13,305	29,410	ITG	2	2	1	3	1	9		
148	7606	IT QA and Change Management	Review IT change management, quality assurance and testing practices. Review change management approval process, testing strategies, test methodologies, and testing standards for various phases of development/change process.	200	-	200	13,505	29,410	ITG	2	2	2	2	1	9		
149	7601	Oracle Database Management Systems	Review the database and security configurations for the Oracle Database Management System.	200	-	200	13,705	29,410	ITG	2	2	1	3	1	9		
150	7304	Check Printing System	Review controls related to the CFO's check printing system (paper checks, signature template, etc).	50	300	350	13,755	29,710	CFO	3	1	1	2	1	8		
151	7701	Information Security Functions	Review effectiveness and efficiency of security administration. Assess effectiveness of IT security administration in accordance with MWD's security requirements and policies/standards.	200	-	200	13,955	29,710	ITG	2	1	2	2	1	8		
152	7707	Network Firewall Configurations	Review security configurations over the Firewall and effectiveness of access rules for the data packets.	200	-	200	14,155	29,710	ITG	2	1	2	2	1	8		
153	7303	Timekeeping Worktech/PeopleSoft	Review application controls for timekeeping in Worktech and PeopleSoft Payroll. The application controls include input, processing, output, interfaces with other MWD applications including Oracle Financial Systems, access security, data backup and recovery, data retention requirements, change management, and disaster recovery preparedness and readiness.	300	-	300	14,455	29,710	ITG/CFO	2	1	1	3	1	8		
154	7740	Windows Operation System/Server Security	Review server configurations and security controls over Windows Operating Systems and Windows Servers.	250	-	250	14,705	29,710	ITG	1	1	1	3	2	8		



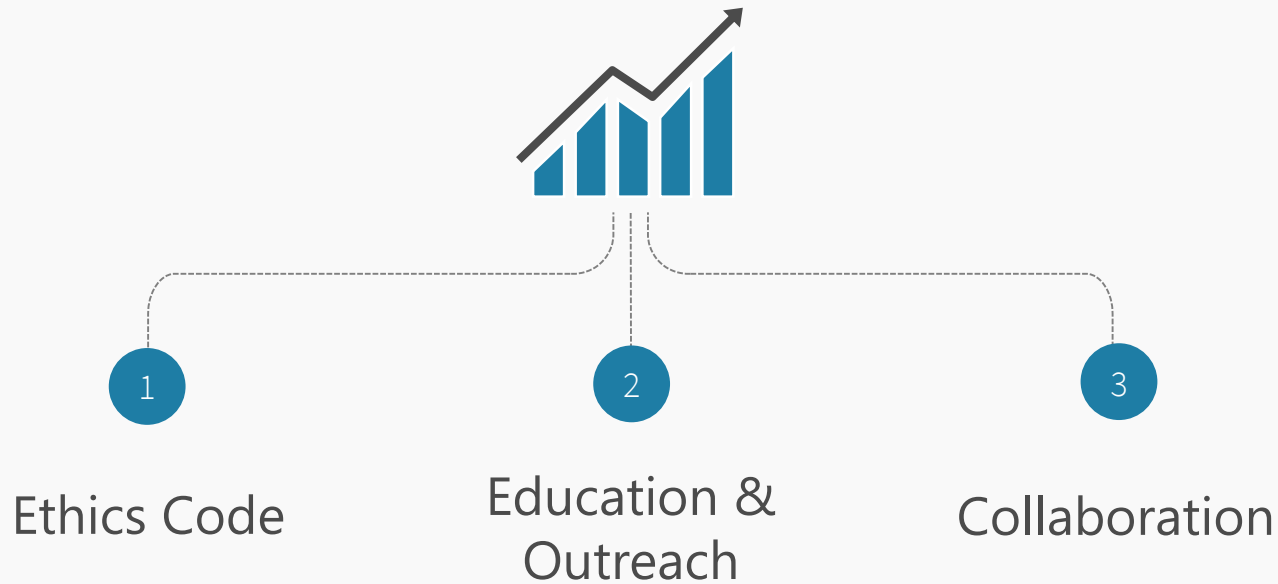
Ethics Office Annual Plan

Fiscal Year 2021-22

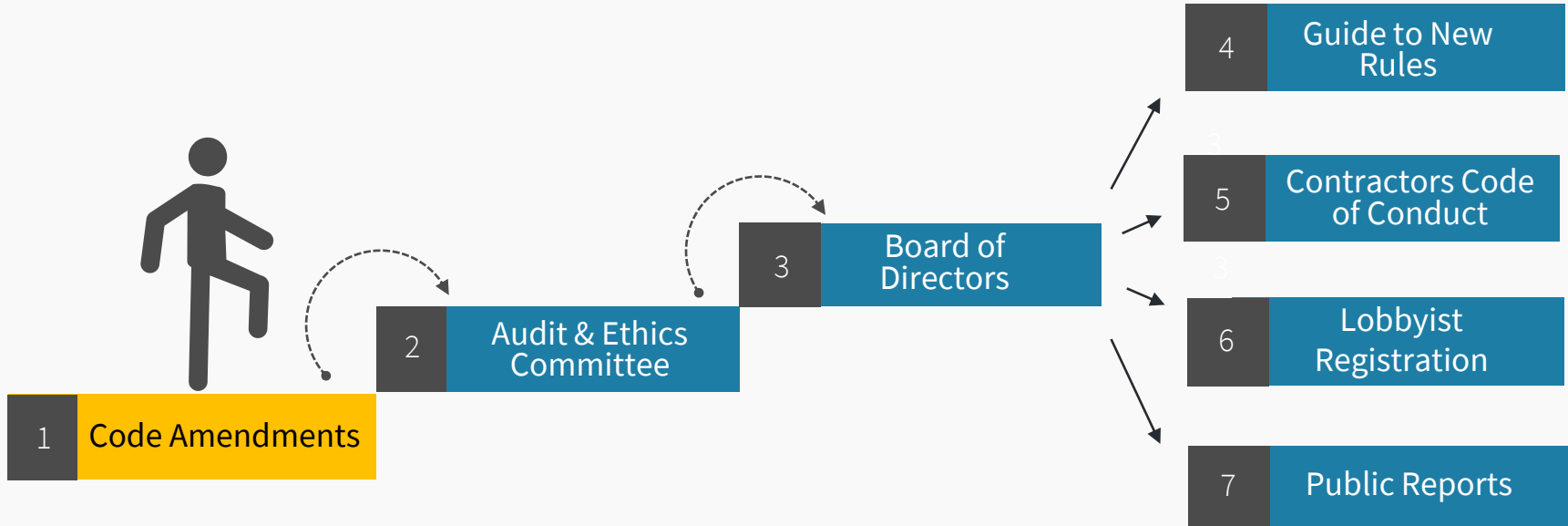
Audit & Ethics Committee

Strategic Priorities

Strategic Priorities



Ethics Code



Education & Outreach

- Tailored Training
- Site visits

Collaboration

- Confer
- Inform
- Partnerships



Operational Priorities

Operational Priorities



Advice



Education



Compliance



Policy



Investigations



Metrics

Board-Directed Priorities

Board Priorities

Board-directed independent review:

- Deliver results
- Contract administration

Completion of 4 EEO investigations

Lead additional Board directives

