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CORRESPONDENCE MEMORANDUM

DATE: June 18, 2013
TO: Audit Committee Members
FROM: John Vincent, Director
Office of Internal Audit
SUBJECT: 2011-2013 Audit Plan Status – Addendum

This memo is for informational purposes only. No action is required.

I am providing an addendum to the memorandum, dated May 21, 2013, to provide information on projects/consulting services and training/association meetings completed during the 2011-2013 Audit Plan.

Other Projects/Consulting - Completed

- Action Plan Review – An important process that resulted in the disposition of a number of open action plans, from completed audits, was the comprehensive review of the action plans created by the Information Technology (IT) bureau. Helen Malzacher reviewed 106+ action plans regarding standards, documentation, application develop methodology, and prepared recommendations.
- Data From Key BPS Tables – Ms. Malzacher worked with IT to develop procedures to streamline the download of data from key BPS tables, which many audit engagements rely on.
- ChangeMan Monitoring – Ms. Malzacher monitored work for COBOL programs and job control language, relative to ChangeMan. ChangeMan is a version control utility which manages and automates the process of implementing applications/systems software from a development environment to the production environment.

Training/Association Meetings

- ISACA 2-day course on Securing and Auditing Windows Active Directory Domains (Ms. Malzacher)
- Data Security Risk Assessment (Ms. Malzacher)

I will be available at the Audit Committee meeting to answer any questions.

Reviewed and approved by Robert J. Marchant, Deputy Secretary

Electronically Signed 6/19/13

Board	Mtg Date	Item #
AUD	6.20.13	3A