




**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE	May 6, 2025
TITLE	Approval of 2025 Internal Audit Work Plan
DIVISION	Finance and Management Services
FROM	David Sumner, Audit Manager Deborah Spaulding, Assistant General Manager, Finance and Management Services/CFO
APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

The General Manager recommends that the Board of Directors adopt a resolution approving the 2025 Internal Audit Work Plan.

BACKGROUND

Auditing is a cornerstone of good public sector governance. Auditing is essential for upholding the principles of accountability, transparency, integrity, equity; and providing services to the public ethically, effectively, efficiently, and economically within the boundaries of specific programs.

Auditing is defined as the systematic accumulation of evidence about information to determine and report on the degree of correspondence between the information and established criteria. In a nutshell, auditing is comparing *what is* to *what is supposed to be*.

The internal audit function performs an independent and objective assurance and consulting service that strengthens the East Bay Regional Park District's (Park District) ability to create, protect, and sustain value; and to successfully achieve its objectives. Audit reports provide the governing board, senior executives, and the public with unbiased insight and assurance about reviewed activities, and management's performance and accountability; and offer helpful recommendations for improving the effectiveness of the organization's risk management, control and governance.

The 2025 internal audit work plan was reviewed by the Board Finance Committee on March 12, 2025, and unanimously recommended for favorable consideration and approval by the Board of Directors.

ANALYSIS

2025 Internal Audit Work Plan: Every year the annual internal audit work plan is presented to the Board for approval. Attachment A depicts internal audit projects that were selected based on the level of risk, which is defined as a set of circumstances that may hinder achievement of objectives. A risk-based approach is required by the Institute of Internal Auditors promulgated *Global Internal Audit Standards*. Risk Assessment process helps define and prioritize audit projects based on their overall

financial impact and risk. The Park District leadership's areas of concern that should be considered for an audit is solicited prior to performing risk assessment and compilation of the annual Internal Audit Work Plan.

The 2025 internal audit work plan resulting from risk assessment process is comprised of a variety of projects and activities of the Park District. It includes a review of Fire Department On-Call Fuels Management Specialty Contracts, an examination of revenue generating activities at Point Isabel Dog Wash and Cafe Concession, and Camp Arroyo Concession, review of Mini Grants program, Bottled Water expenses, and Grazing revenue. Staff also will review Measure WW Local Grant projects when they are completed.

As always, one of the paramount objectives of the internal audit function is to alert management of any potential issue that arise, so that preventive or remedial actions may be taken.

Based on the results of reviews that were performed in 2024, we believe the Park District system of internal control is generally functional but should be further strengthened.

FISCAL IMPACT

There is no cost associated with this action.

ATTACHMENTS

Attachment A – 2025 Internal Audit Work Plan



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION NO. 2025 – 05 -
MAY 6, 2025**

APPROVAL OF 2025 INTERNAL AUDIT WORK PLAN

WHEREAS, the internal audit is an independent function established by the Board to perform an independent and objective assurance and consulting service that strengthens the East Bay Regional Park District's ability to create, protect, and sustain value; and to successfully achieve its objectives; and

WHEREAS, the Institute of Internal Auditors Global Internal Audit Standards (Standard) Principle 7, requires organizational independence for the internal audit function; and

WHEREAS, in compliance with Standard 7.1, organizational independence of the internal audit function must be confirmed annually to the Board of Directors; and

WHEREAS, the 2025 Internal Audit Work Plan was reviewed by the Board Finance Committee on March 12, 2025, and unanimously recommended to the full Board for approval;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the East Bay Regional Park District hereby approves the 2025 Internal Audit Work Plan; and confirmation of the organizational independence of the internal audit function as presented to the Board on May 6, 2025; and

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director _____, and seconded by Director _____, and adopted May 6, 2025, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: