

EAST BAY REGIONAL PARK DISTRICT
FINANCE DEPARTMENT
2024 INTERNAL AUDIT WORK PLAN
DRAFT

Selected Projects

Review of Accounts Receivable (New)

Verify functionality of internal controls, safeguarding of assets, and compliance with administrative requirements.

Review of The Bridge Yard facility Concession (operated by Oakland Venue Management) (New)

Verify concessionaire's compliance with the contract terms.

Review of Tilden Park Cash Handling Procedures (3rd Review)

Verify functionality of internal controls, safeguarding of assets, and compliance with administrative requirements.

Review of Wind Turbine at Vasco Rd. Concession (operated by Buena Vista Energy LLC) (New)

Verify concessionaire's compliance with the contract terms.

Review and Update EBRPD Internal Audit Charter * (2nd Review)

Due to changes in Global Internal Auditing Standards; and EBRPD Finance Department Strategic Plan review, EBRPD Internal Audit Charter will be reviewed and updated.

Review of Fuel Cards (3rd Review)

Verify compliance with administrative requirements, safeguarding of assets, and functionality of internal controls.

Review PFM's Compliance with the EBRPD Investment Policy (New)

Verify investment records to ensure provisions of the EBRPD Investment Policy were complied with.

Routine Projects

Review of Contracts and RFPs

Review, revise and refine text of the proposed contracts & RFPs. Perform financial review, protect the District's best interest and assist with vendor selection.

Requested by: Management and staff.

Review of Measure WW Local Grant Projects

Verify propriety of payment requests submitted to the District's Grants Department.

Requested by: Grants Department.

* Carried over to 2024, since EBRPD Finance Department Strategic Plan review was not completed in 2023, and Global Internal Auditing Standards was published on January 9, 2024.