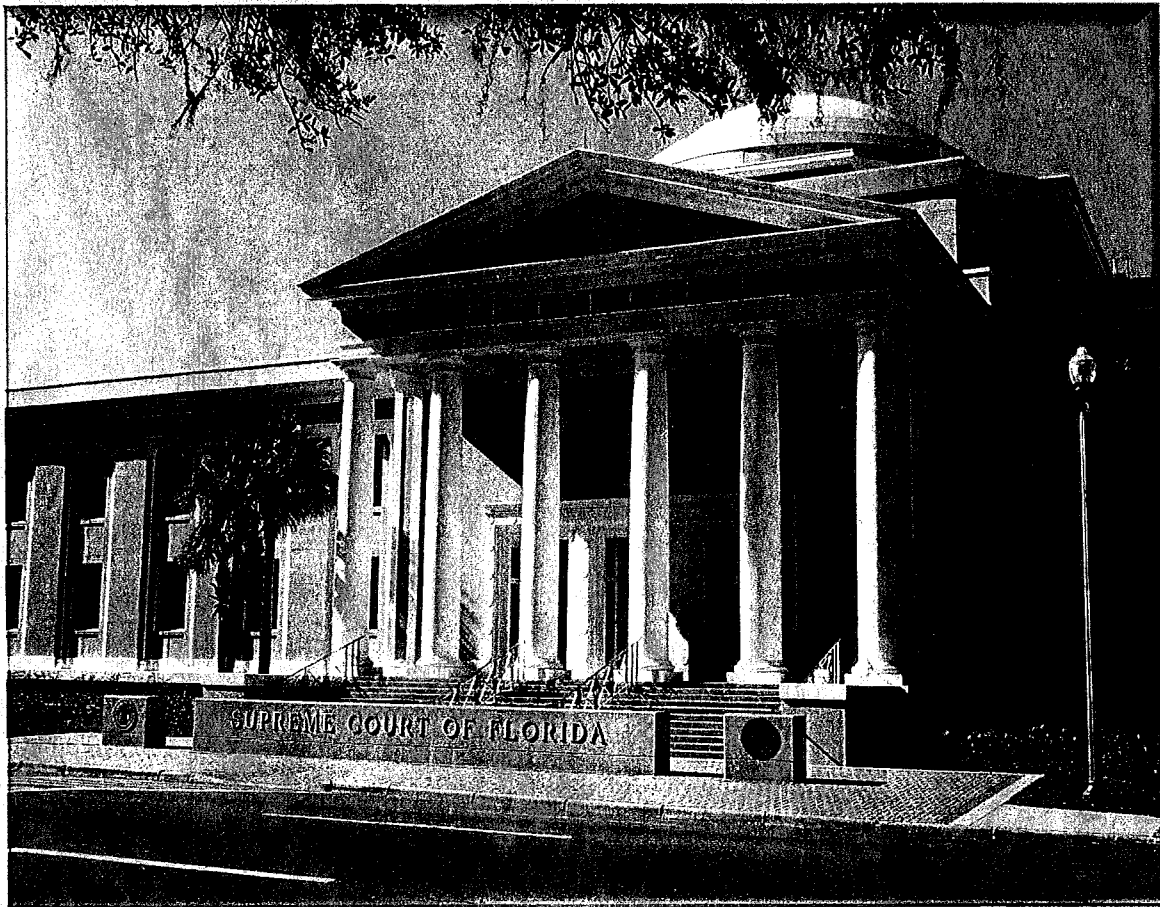


**Florida Supreme Court
Office of Inspector General**



**Annual Audit Plan
for the
Florida State Courts System
Fiscal Year 2023-2024**

June 30, 2023

June 30, 2023

The Honorable Carlos G. Muñiz
Chief Justice
Supreme Court of Florida
500 South Duval Street
Tallahassee, Florida 32399-1925

Dear Chief Justice Muñiz:

In accordance with Section 20.055, Florida Statutes, the Office of Inspector General has prepared the audit plan for fiscal year 2023-2024. A risk assessment was performed to include broad coverage of programs and functions, and includes input received from executive and senior management. The audit plan is designed to respond to changing conditions and emerging risks as needed.

The annual and long-term audit plans are included on the following pages. With your approval, to include any applicable travel, we will implement the audit plan and provide a copy to the Florida Office of the Auditor General. We look forward to working with management of the State Courts System in implementing the audit plan.

Respectfully,

Millicent Burns

Millicent Burns, CPA, CIA, CFE, CGFM, CISA, CIG, FCCM, CGEIT
Inspector General

Approved by:



Carlos G. Muñiz
Chief Justice
Supreme Court of Florida



Date

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Introduction

The Office of Inspector General (OIG) is established pursuant to Section 20.055, Florida Statutes, to provide a central point for the coordination of, and responsibility for, activities that promote accountability, integrity, and efficiency in the State Courts System.

The OIG fulfills these responsibilities by conducting independent and objective engagements designed to add value and improve the programs and operations of the State Courts System. This is accomplished through internal audits, management reviews and other consulting activities. Other responsibilities of the OIG are to:

- Conduct financial, compliance, electronic data processing, and performance audits and prepare audit reports of the findings.
- Review the actions taken by the State Courts System to improve program performance, meet program standards and make recommendations for improvement.
- Conduct, supervise, or coordinate other activities carried out by the State Courts System for the purpose of promoting economy and efficiency in the administration of, or preventing and detecting fraud and abuse in, its programs and operations.
- Recommend corrective action concerning fraud, abuses, and deficiencies, and report on the progress made in implementing corrective action.
- Ensure effective coordination and cooperation between the Auditor General, federal auditors and other governmental bodies with a view toward avoiding duplication.

As required by Florida Statutes, the OIG conducts engagements in accordance with the International Standards for the Professional Practice of Internal Auditing (*Standards*).

Risk Assessment Methodology

Section 20.055, Florida Statutes, requires the Inspector General to develop long-term and annual audit plans based on the findings of periodic risk assessments. The *Standards* Section 2010, Planning, states the plan of engagements must be based on a documented risk assessment, undertaken at least annually.

The objective of developing an audit plan is to identify and plan for an assessment of program areas utilizing a risk-based approach. Identification of projects using this methodology allows for enhanced efficiency in the planned work. The priority is to provide the maximum benefit to the State Courts System using available audit resources.

We utilized qualitative and quantitative data to assess risk and rank potential audit topics. To perform the risk assessment, we:

- Identified the major auditable units of the State Courts System
- Surveyed senior management regarding their perspectives on risk, including cybersecurity risks
- Reviewed results of prior audits, including the level and number of findings and the time elapsed since the prior audit
- Assessed various financial impacts of the auditable units
- Evaluated the complexity of operations of each auditable unit
- Identified any recent changes or new initiatives within each auditable unit
- Reviewed the significance of each auditable entity to the core mission of the State Courts System
- Reviewed legislation impacting State Courts System operations
- Assessed the impact of cybersecurity risks within auditable units

Using the results of this risk assessment, we developed the audit plan for fiscal year 2023-2024, including the long-term audit plan.

Resource Allocation

Positions allocated to the OIG consist of an Inspector General, a Senior Internal Auditor, and an Internal Auditor. The total direct hours available for audits, consulting activities, and other management requests are calculated at 4,000.

These available hours are after consideration of administrative hours for staff including estimated leave, state holidays, staff training, complaint processing, investigations, and other oversight activities. Planned resource allocation is detailed in the table below.

Resource Allocation for Fiscal Year 2023-2024	
Category	Planned Hours
Planned Audits	3,000
Carry Forward Audits	200
Follow-Up Activities	200
Management Requests and Consulting Engagements	600
Total Allocated Hours:	4,000

Audit Plan for Fiscal Year 2023-2024

Based on the results of the risk assessment and available staff resources, the following projects are included in the audit plan. This plan is subject to change based on needs of the State Courts System, the direction of the Chief Justice, changing risks, and management requests.

Planned Topic
District Courts of Appeal and Judicial Circuit Courts¹
Information Technology - Cybersecurity
Grants Management/Contract Compliance
Administrative Functions
Audit Follow-Up
Management Requests and Consulting Engagements

Complaint Processing and Investigations

The OIG receives complaints and will process those within the purview of the office or refer them to the appropriate oversight authority as applicable. Investigations will be conducted as warranted for those under the purview of the OIG² received from sources external or internal to the State Courts System.

¹ District Court of Appeal and Judicial Circuit Court audits to be decided based on individual risks identified. Includes non-judicial administrative-related areas only.

² Includes administrative areas only; does not include those related to court proceedings or related matters.

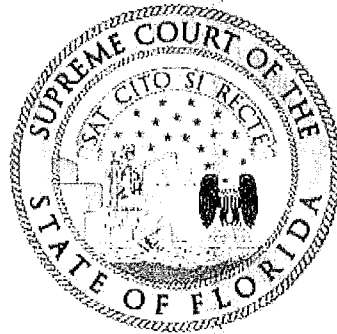
Long-Term Audit Plan

Below are the planned topics included on the long-term audit plan (covering fiscal years 2024-2025 and 2025-2026.) These topics will be evaluated annually based on risk assessment procedures conducted to ensure that emerging risks impacting the State Courts System are adequately addressed.

Long-Range Projects
District Courts of Appeal and Judicial Circuit Courts³
Fixed Capital Outlay
Contract Compliance
Court Revenues
Criminal Justice Information Services Compliance
Cybersecurity
Case Management System
Travel Reimbursements
Purchasing Cards
Invoice Processing
Uniform Data Reporting

³ Administrative matters for court audits are included on each annual audit plan

***The mission of the Office of Inspector General
is to perform engagements designed to add
value and support the efficiency and
effectiveness of the State Courts System***



General on the status of corrective actions taken. The inspector general shall file a copy of such response with the Legislative Auditing Committee.

(i) The inspector general shall develop long-term and annual audit plans based on the findings of periodic risk assessments. The plan, where appropriate, should include postaudit samplings of payments and accounts. The plan shall show the individual audits to be conducted during each year and related resources to be devoted to the respective audits. The plan shall include a specific cybersecurity audit plan. The Chief Financial Officer, to assist in fulfilling the responsibilities for examining, auditing, and settling accounts, claims, and demands pursuant to s. 17.03(1), and examining, auditing, adjusting, and settling accounts pursuant to s. 17.04, may use audits performed by the inspectors general and internal auditors. For state agencies under the jurisdiction of the Governor, the audit plans shall be submitted to the Chief Inspector General. The plan shall be submitted to the agency head for approval. A copy of the approved plan shall be submitted to the Auditor General.

(7) In carrying out the investigative duties and responsibilities specified in this section, each inspector general shall initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses in state government. For these purposes, each inspector general shall:

(a) Receive complaints and coordinate all activities of the agency as required by the Whistle-blower's Act pursuant to ss. 112.3187-112.31895.

(b) Receive and consider the complaints which do not meet the criteria for an investigation under the Whistle-blower's Act and conduct, supervise, or coordinate such inquiries, investigations, or reviews as the inspector general deems appropriate.

(c) Report expeditiously to the Department of Law Enforcement or other law enforcement agencies, as appropriate, whenever the inspector general has reasonable grounds to believe there has been a violation of criminal law.

(d) Conduct investigations and other inquiries free of actual or perceived impairment to the independence of the inspector general or the inspector general's office. This shall include freedom from any interference with investigations and timely access to records and other sources of information.

(e) At the conclusion of each investigation in which the subject of the investigation is a specific entity contracting with the state or an individual substantially affected as defined by this section, and if the investigation is not confidential or otherwise exempt from disclosure by law, the inspector general shall, consistent with s. 119.07(1), submit findings to the subject that is a specific entity contracting with the state or an individual substantially affected, who shall be advised in writing that they may submit a written response within 20 working days after receipt of the findings. Such response and the inspector general's rebuttal to the response, if any, shall be included in the final investigative report.

(f) Submit in a timely fashion final reports on investigations conducted by the inspector general to the agency head, except for whistle-blower's investigations, which shall be conducted and reported pursuant to s. 112.3189.

(8)(a) Except as provided in paragraph (b), each inspector general shall, not later than September 30 of each year, prepare an annual report summarizing the activities of the office during the immediately preceding state fiscal year.

(b) The inspector general of the Florida Housing Finance Corporation shall, not later than 90 days after the end of each fiscal year, prepare an annual report summarizing the activities of the office of inspector general during the immediately preceding fiscal year.

(c) The final reports prepared pursuant to paragraphs (a) and (b) shall be provided to the heads of the respective agencies and, for state agencies under the jurisdiction of the Governor, the Chief Inspector General. Such reports shall include, but need not be limited to:

1. A description of activities relating to the development, assessment, and validation of performance measures.
2. A description of significant abuses and deficiencies relating to the administration of programs and operations of the agency disclosed by investigations, audits, reviews, or other activities during the reporting period.