

ACTIVITY REPORTING AND PROPOSAL FORM
JUDICIAL COUNCIL DIRECTIVES
AOC RESTRUCTURING

DATE	4/3/2013
PREPARED BY	Maureen Dumas for Jody Patel
OFFICE NAME	<u>Internal Audit Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	43
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to perform internal audits upon completion of the restructuring of the AOC.
SEC RECOMMENDATION	The AOC must perform internal audits. This will allow the leadership team and the Judicial Council to know how a particular unit or program is performing. An audit can be both fiscal and programmatic so that resources are tied to performance in meeting program goals and objectives.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>	
<input checked="" type="checkbox"/> Other: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>As the AOC continues to restructure, Internal Audit Services (IAS) was moved effective March 1, 2013, into the Judicial Council and Trial Court Leadership Services Division under the leadership of the Chief of Staff. This new organizational structure provides the appropriate separation of direct oversight of the audit function from the other two divisions whose activities typically involve areas that may be subject to future audits (i.e., Fiscal Services Office activities).</p> <p>As a result of this recent restructuring and in light of other IAS workload, the Chief of Staff requests an extension for responding to this directive to allow time for the Chief of Staff to work with the IAS Senior Manager to prepare an implementation proposal for conducting internal audits of the AOC. The ADOC requests that the council approve the following proposed timeline: "ADOC report to the council with an implementation proposal at the October 2013 council meeting."</p> </div>	

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

**IMPLEMENTATION
DATE OR
PROJECTED
IMPLEMENTATION
DATE**

**RESOURCES
REQUIRED FOR
IMPLEMENTATION**

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

**PROCEDURES/
POLICIES UPDATED
OR DEVELOPED**

 File Attachment

**TRAINING
UPDATED OR
DEVELOPED**

 File Attachment

SAVINGS

 File Attachment

COST

 File Attachment

EFFICIENCIES

 File Attachment

**SERVICE LEVEL
IMPACT**

 File Attachment

OTHER

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC REVIEW

Administrative Director of the Courts Review Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW

Executive and Planning Review Date: