



Presentation of 2026 Annual Work Plan

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Presentation Topics

- 2026 Work Plan
- Salary Scales
- Office Relocation / Lease

New Deputy for Human Capital and Operations

- 17 years of audit experience
- Reporting and Standards Specialty Team Director for 9 years
 - APA system of quality management
 - Monitoring new standards and responding to exposure drafts
- Audit project manager: VRS, Commonwealth Savers, Higher Education
- Active in various professional organizations



Zach Borgerding, CPA, CGFM, CISA

PROPOSED WORK PLAN

Proposed 2026 Work Plan

AUDITOR OF
PUBLIC ACCOUNTS



2026
WORK PLAN



Auditor of Public Accounts
Staci A. Henshaw, CPA
www.apa.virginia.gov



- Annual work plan = work performed primarily during fiscal year(FY) 2026
- ACFR, Single Audit of federal funds, and higher education are major focus
- Use risk factors to determine the audit work to be performed with remaining resources

Work Plan Comparison (hours)

Audit Projects

Proposed FY 2026 Work Plan	149,935
Prior Year Work Plan	<u>144,645</u>
Increase	5,290

Audit Support Projects

Proposed FY 2026 Work Plan	5,885
Prior Year Work Plan	<u>7,880</u>
Decrease	1,995

Total Hours by Function

Function	Hours
Agency and Special Projects:	
Executive Departments	113,595
Independent Agencies & Authorities	14,055
Cycled Agencies	6,700
Special Projects	810
Local Government, Clerks, and Courts	14,775
TOTAL 2026 WORK PLAN	149,935

Local Government, Clerks, and Courts

Project	Hours
Comparative Report Preparation	1,000
Fiscal Distress Analysis and Monitoring	600
Inquiries, Guidelines, and Quality Reviews	2,600
Constitutional Officers State Revenue Collections	2,000
Judicial Entities: Clerks, Courts, General Receivers, and Magistrates	8,575
TOTAL HOURS	14,775

Hours by Executive Departments (Total hours 113,595)

(Table below excludes Executive Offices and Natural and Historic Resources)

Secretariat	Hours
Administration	3,185
Commerce and Trade	1,500
Education	2,880
Education – Higher Education Institutions	59,785
Finance	22,705
Health and Human Resources	13,250
Labor	1,750
Public Safety and Homeland Security	1,110
Transportation	5,980

ACFR Objectives – December 15th Deadline

- Issue an opinion on whether the financial statements present financial activity in accordance with accounting principles
- Determine whether there are adequate controls over the Commonwealth's financial operations



Single Audit Objectives – February 13th Deadline



- Issue an opinion on whether management complied with federal laws, regulations, and the terms and conditions of awards for each major program
- Determine whether management has adequate controls over each major program

Higher Education Hours (Total hours 59,785*)

Project	Hours
CNU	2,320
GMU	2,755
JMU	2,755
LU	2,505
NSU	2,955
ODU	3,180
RU	2,405
CWM	4,920

Project	Hours
UMW	2,620
UVA	6,360
UVAMC	3,285
VCU	5,090
VCCS	7,660
VMI	2,880
VT	4,275
VSU	3,420

**Includes 400 hours for Higher Education Comparative Report*

Cycled Agencies (Total hours 6,700)

- Approximately 70 agencies
 - No mandatory annual audit requirement
 - Generally, do not support the ACFR or Single Audit of federal funds
- Our approach to auditing cycled agencies involves dividing them into two pools based on risk
 - Pool I (low risk) agencies are subject to an Internal Control Questionnaire (ICQ) review every 3 years
 - Pool II (high risk) subject to audit of high-risk cycle(s) and are also subject to an ICQ review every 3 years

PROPOSED SALARY SCALES

Salary Scales



Minimum and maximum scales reflect 3% increase effective June 10, 2025, as approved in Chapter 2 of the 2024 Acts of Assembly



Bonuses may also be given to reward exceptional performance or passing professional exams and promote retention

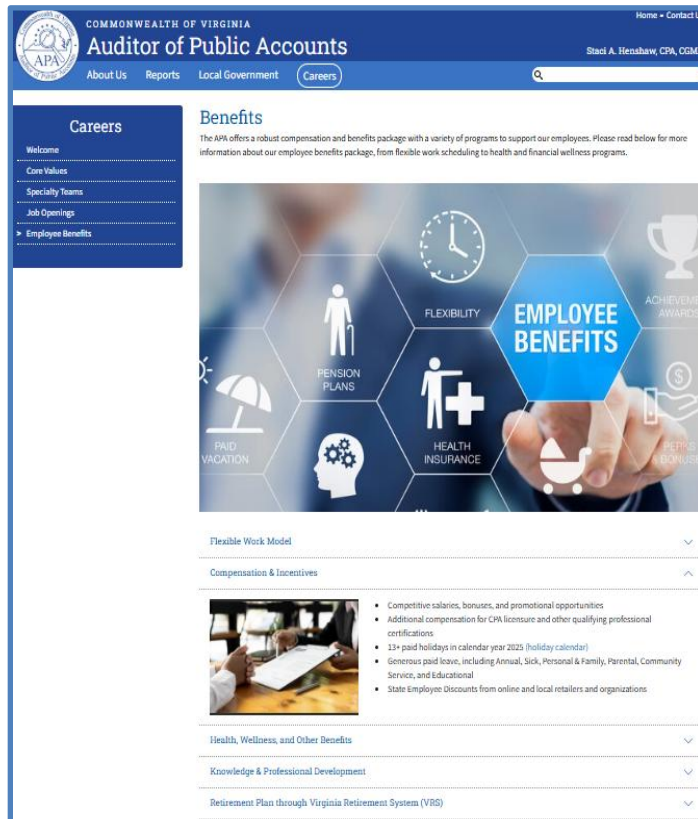


Raises may also be given within the salary bands for promotions and merit in alignment with our compensation plan and budget

Salary Scales

Position	Number of Positions	Salary Scale 3% Increase		
Deputy Auditor	2	\$ 123,671	-	\$ 238,386
Director	14	94,632	-	221,419
Auditor	90	62,634	-	148,091
Staff	30	38,994	-	104,021
Total	136			

Billing and Compensation Review Objectives



- Is our billing model appropriate for our current operating environment?
- Are our salary scales appropriate to attract and retain sufficient professional staff?

Requested Actions

- Approval of the proposed 2026 Work Plan
- Approval of increase in salary scales

OFFICE RELOCATION / LEASE

Office Relocation / Lease

- APA offices are currently located in the James Monroe building
- No state space was identified for our relocation
- We have been working with DGS to identify leased space
- Process will follow requirements established in budget



Requested Action

- Authorization for APA to enter into lease for office space

Questions?

