Software Audit – Office of Cultural Affairs

Report No. CAO 2805-1314-05
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City Software Asset Management - Office of Cultural Affairs

City Software Asset Management is a two part operation:

- Prevent Installation of Unauthorized Software
- Have and Maintain Control Over Authorized Business Software

Scope

- Limited to a review of current software installed on selected computers assigned to Office of Cultural Affairs personnel.

- Work on internal controls was limited to controls to identify violation of established software policies and procedures.

Findings

1. **Seven Non-Business Software Programs were found on the computers in the Office of Cultural Affairs.**

2. **Four Unauthorized Business Software Programs were found.**
   - **IT is currently working to procure new software that will augment its existing tools for discovery and accounting of licenses.**

Findings - continued

3. Six shareware/freeware programs were found which lacked IT authorization.

   - IT is implementing the change with the rollout of new computers and software. IT anticipates completion of the new policy during the first quarter of 2014.
   - IT created IT153 Windows Local Administrator Privilege Policy addressing this issue.

Questions

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