



CITY OF HARTFORD

INTERNAL AUDIT DEPARTMENT

550 Main Street
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Internal Audit Commission

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CRAIG S. TRUJILLO
Chief Auditor

January 3, 2019
Internal Audit Commission
December 2018 Activity Report

Audit Plan for Fiscal Year Ending June 30, 2019

- We are on plan as of December 31, 2018

Special Projects and Reviews

- Issues with DPW Supervisor adding hours not worked to DPW employees TimeForce hours worked. HR is quantifying data and working with the HMEA union on next steps.

Employee Development

- None noted

Exit Conferences

- Hartford Public Library Department of Human Resources Employee Pension Contribution Accounts and Operations

Meetings and General Information

- C. Trujillo and J. Caruso met with W. Veselka, newly appointed DPW Director, to discuss internal audit operations and current audit that is ongoing and expected to be wrapped up.
- C. Trujillo and J. Caruso met with M. Fontaine, Asst. Superintendent, L.A. Ralls, Finance Director, and several other members of the Finance Department to discuss implementing a better process of recording vehicles in MUNIS Fixed Asset module more timely so Mr. Fontaine can utilize the MUNIS work order process for all vehicle maintenance.
- C. Trujillo discussed criminal activity reporting process by IAD to the HPD with D. Rendock HPD.
- C. Trujillo discussed suspected insurance fraud at the HPS with J. Thomas, HPD working with the FBI task force in New Haven.

Fieldwork Completed – Reports in Progress

- City of Hartford Department of Public Works Waste, Recycling and Tipping Fee Accounts and Operations

- City of Hartford Department of Human Resources Employee Pension Contribution Accounts and Operations
- Hartford Public Schools Office of Finance Healthcare Dependent Eligibility Follow-up Audit
- City of Hartford Department of Management, Budget & Grants Revenue Management Accounts and Operations

Audits and Projects in Progress

- Hartford Public Schools Office of Talent Management Employee Pension Contribution Accounts and Operations

Reports, Memorandums and Other Documents Issued

- Internal Audit Department Activity Report: November 2018
- Internal Audit Commission Meeting Agenda: December 2018
- Internal Audit Commission Meeting Minutes: December 2018
- Hartford Public Library Department of Human Resources Employee Pension Contribution Accounts and Operations Audit Report 1908

copy: City Council Members

L. Bronin, Mayor

T. Montanez, Interim Chief Operating Officer & Chief of Staff