



CITY OF HARTFORD

INTERNAL AUDIT DEPARTMENT

550 Main Street
Hartford, Connecticut 06103

LUKE BRONIN
Mayor

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CRAIG S. TRUJILLO
Chief Auditor

June 5, 2018
Internal Audit Commission
May 2018 Activity Report

Audit Plan for Fiscal Year Ending June 30, 2018

- We expect to be on plan at June 30, 2018. Eighteen audits completed, sixteen audit reports issued and two audit reports and two audits in progress.

Special Projects and Reviews

- Issues related to Hartford Public Schools employees' healthcare dependents
- Issues with DPW Supervisor adding hours not worked to DPW employees time force hours worked

Employee Development

- C. Trujillo attended a 2 ½ -day seminar put on by the IIAG, earned 12 CPE's
- J. Caruso, D. Sinclair & J. Johnson attended the Governmental Accounting and Auditing Conference (8 CPE's each) sponsored by the CTCPA

Exit Conferences

- Hartford Public Schools Office of Academics School-Based Child Health Medicaid Program Audit

Meetings and General Information

- Held staff meeting and discussed FYE 2019 audit plan, time budgets and audit assignments.
- New staff auditor, Donna Barberi, started on May 22, 2018
- Advised Grant Administration on a procedure and recording documentation for the receipt and distribution of \$10 gift cards
- Met with the Treasurer to discuss areas to audit in 2019 and the MERF
- Discussed status of financial reports due from the Yard Goats in April 2018 with the City interim COO. Yard Goats have not sent in the required reports that were due April 15, 2018 except for the other events schedule with \$37,000 payment.
- Met the PGA Pro at Keeney golf course and introduced the audit process to him
- Coordinated with the Finance Department to remove all deceased retired employees from the MUNIS pension database

- Coordinated with the Finance Department to deactivate all former employees within MUNIS who previously requested and received their pension contribution refunds upon termination from the City
- Prepared FY'2019 Audit Plan draft
- Assigned FY'2019 job responsibilities to staff and clearly communicated goals and expectations to improve IAD efficiency
- Prepared estimated time budgets for anticipated FY'2019 audits

Fieldwork Completed – Reports in Progress

- Hartford Public Schools Office of Academics School-Based Child Health Medicaid Program Audit
- Hartford Public Schools Office of Talent Management Accounts and Operations

Audits and Projects in Progress

- City of Hartford Department of Management & Budget Constitution Plaza Lease Payments
- City of Hartford Department of Development Services Special Events Billing and Collection

Reports, Memorandums and Other Documents Issued

- Internal Audit Department Activity Report: April 2018
- Internal Audit Commission Meeting Agenda: May 2018
- Internal Audit Commission Meeting Minutes: May 2018
- Special review memo related to real estate transactions
- City of Hartford and Hartford Public Schools Social Security Administration Mortality Audit Report 1816

copy: City Council Members
 L. Bronin, Mayor
 A. Cloud, City Treasurer
 T. Montanez, Chief of Staff
 R. Van Winkle, Interim Chief Operating Officer