



# CITY OF HARTFORD

## INTERNAL AUDIT DEPARTMENT

550 Main Street  
Hartford, Connecticut 06103

Internal Audit Commission

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**CRAIG S. TRUJILLO**  
Chief Auditor

December 3, 2018  
Internal Audit Commission  
November 2018 Activity Report

### Audit Plan for Fiscal Year Ending June 30, 2019

- We are on plan as of November 30, 2018

### Special Projects and Reviews

- Issues with DPW Supervisor adding hours not worked to DPW employees TimeForce hours worked.

### Employee Development

- C. Trujillo attended a free Chief Audit Executive Roundtable meeting for 4 CPE's sponsored by the Institute of Internal Auditors

### Exit Conferences

- City of Hartford Police Department Grant Management Accounts and Operations
- City of Hartford Treasurer's Office Custody of Funds Accounts and Operations

### Meetings and General Information

- J. Caruso met with L.A. Ralls, Finance Director, to go over outstanding audit recommendations pertaining to a FY'2014 Construction in Progress audit.
- J. Caruso met with M. Fontaine, Asst. Superintendent, to go over outstanding audit recommendations pertaining to a FY'2015 Equipment Services Division audit.
- J. Caruso discussed with J. Bazzano, Town Clerk, to go over outstanding audit recommendations pertaining to a FY'2015 Town & City Clerk Accounts and Operations audit.
- J. Caruso discussed with L. Arroyo, Director of Health & Human Services, to go over outstanding audit recommendations pertaining to two audit reports issued between FY'2015 and FY'2017.
- J. Caruso & C. Trujillo met with J. Griffin and B. Lee, HPS, to go over divorced spouses that were noted during our Healthcare Dependent Eligibility audit.

### Fieldwork Completed – Reports in Progress

- None noted

### Audits and Projects in Progress

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

### Reports, Memorandums and Other Documents Issued

- Internal Audit Department Activity Report: October 2018
- Internal Audit Commission Meeting Agenda: November 2018
- Internal Audit Commission Meeting Minutes: November 2018
- City of Hartford Police Department Grant Management Accounts and Operations Audit Report 1906
- City of Hartford Treasurer's Office Custody of Funds Accounts and Operations Audit Report 1907

copy: City Council Members  
L. Bronin, Mayor  
T. Montanez, Chief of Staff