



# CITY OF HARTFORD

## INTERNAL AUDIT DEPARTMENT

550 Main Street  
Hartford, Connecticut 06103

Internal Audit Commission

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**CRAIG S. TRUJILLO**  
Chief Auditor

November 1, 2019  
Internal Audit Commission  
October 2019 Activity Report

### Audit Plan for Fiscal Year Ending June 30, 2020

- We are on plan as of October 31, 2019

### Special Projects and Reviews

- Received healthcare cost trend information from R. Pokorski in regards to Councilman Deutsch's request in regards to City healthcare costs under the high deductible health plan, which J. Caruso immediately delivered to Councilman Deutsch

### Employee Development

- C. Trujillo attended the IIAG Conference in Philadelphia (12 CPEs)
- C. Trujillo attended the IIA Chief Auditor roundtable held at the Eversource headquarters in CT (4 CPEs)
- J. Caruso, D. Sinclair, J. Johnson & D. Barberi attended the annual Connecticut Society of Governmental Accountants seminar (16 CPEs)
- J. Caruso, D. Sinclair, J. Johnson & D. Barberi attended the annual Fraud Seminar sponsored by the Connecticut Certified Fraud Examiners (8 CPEs)

### Exit Conferences

- Department of Management, Budget & Grants: Grants Administration Accounts and Operations

### Meetings and General Information

- C. Trujillo and J. Caruso met with Mayor to discuss audit recommendation follow-up and IAD audit software
- C. Trujillo discussed audit software with C. Snipes, Acting Director, MHIS
- C. Trujillo met with J. Philip, City Assessor, to discuss audit recommendation process and other matters
- IAD obtained funding approval from the Mayor and M&B to purchase AutoAudit software
- C. Trujillo, J. Caruso, D. Sinclair, J. Johnson & D. Barberi attended a second WebEx presentation on AutoAudit

- J. Caruso met with L.A. Ralls to discuss ongoing audit recommendation follow up
- C. Trujillo discussed benefits of automated workpapers, etc. with various Chief Auditor executives in the insurance industry and at the Chief Audit Executive IIA roundtable discussion
- J. Caruso and J. Johnson attended a City training on completing/entering personnel action forms in MUNIS
- J. Caruso met with N. Banks and E. Wilson, Office of Talent Management, to discuss efforts performed on repayment of healthcare claims paid erroneously on behalf of ex-spouses

#### Fieldwork Completed – Reports in Progress

- Department of Management, Budget & Grants: Grants Administration Accounts and Operations

#### Audits in Progress

- Health & Human Services Revenue and Medicaid Reimbursement Accounts and Operations
- City of Hartford Human Resources Employee and Retiree Healthcare Contributions Accounts and Operations
- Hartford Public Schools Payroll Accounts and Operations
- MHIS Telecommunications – Landline Management & Expense Operations

#### Reports, Memorandums and Other Documents Issued

- Internal Audit Department Activity Report: September 2019
- Internal Audit Commission Meeting Agenda: October 2019
- Internal Audit Commission Meeting Minutes: October 2019
- Town Clerk's Office Revenue Accounts and Operations Audit Report 2004

copy: City Council Members

L. Bronin, Mayor

A. Cloud, Treasurer

T. Montanez, Chief of Staff to the Mayor & Acting Chief Operating Officer