

CITY OF HARTFORD

INTERDEPARTMENTAL MEMORANDUM

Date: March 5, 2018
To: Internal Audit Commission
From: Craig S. Trujillo, CPA, Chief Auditor *CST*
Telephone: Office: 860.757.9952 Cell: 860.422.3600
Subject: **February 2018 Activity Report**

I. Audit Plan for Fiscal Year Ending June 30, 2018

- Expect to be at plan at March 31, 2018. Twelve Audit Reports issued to date and four planned for March 2018

II. Special Projects and Reviews

- Awaiting the 2018 residency affidavits from the Chief of Staff office then decide next steps.
- Preliminary work done on a request for a special review involving real estate transactions.

III. Employee Development

- C. Trujillo registered for two seminars in April and May which will earn 28 CPE's

IV. Exit Conferences

- None in February. Four planned for March 2018

V. Meetings and General Information

- Held periodic meetings on various projects and matters with Internal Audit Department staff
- Met with City Council President, Glendowlyn Thames, to discuss the Audit Plan process, the upcoming budget meetings as timeline and planned actions that the Council will be taking related to the revision of the residency ordinance
- Moved into our new offices in Room 304 in City Hall
- Met with L. Ralls to discuss open positions in the Finance department
- Reviewed resumes from audit staff posting
- Met with J. Phillip to discuss filing and status of the Grand List
- Met with P. Looney of L&I to discuss special review issue
- Performed numerous administrative tasks related to the IAD move
- Prepared for and held IAC monthly meeting and filed required documents with the Town clerk
- Started review of auditable areas analysis for the 2019 audit plan

VI. Fieldwork Completed – Reports in Progress

- City of Hartford Human Resources Accounts and Operations

VII. Audits and Projects in Progress

- City of Hartford Finance Department Procurement Unit Accounts and Operations
- Hartford Public Schools Office of Talent Management Accounts and Operations
- Hartford Public Schools Office of Academics Medicaid Reimbursement Accounts and Operations

VIII. Reports, Memorandums and Other Documents Issued

- Internal Audit Department Activity Report: January 2018
- Internal Audit Commission Meeting Agenda: February 2018
- Internal Audit Commission Meeting Minutes: February 2018

copy: City Council Members

L. Bronin, Mayor

A. Cloud, Treasurer

T. Montanez, Chief of Staff

R. Van Winkle, Acting COO