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SAL GABRIELE
DUDLEY N. WILLIAMS
TEL: (203) 977-4699

BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152

November 14, 2014

REPORT OF AUDIT COMMITTEE MEETING OF THE BOARD OF FINANCE

ATTENDEES: COMMITTEE CHAIR RICHARD FREEDMAN, COMMITTEE MEMBERS GERALD BOSAK, BOARD OF FINANCE MEMBER DUDLEY WILLIAMS, CONTROLLER DAVID YANIK, & INTERNAL AUDITOR TERESA VISCARIELLO

Chairman Freedman submitted the following report after the meeting:

AGENDA

1. Annual Internal Audit Plan/Risk Assessment: Teresa Viscariello: Internal Auditor Viscariello presented the committee with her report on the City's Risk Assessment based on Risk identification, measurement & priority. Risks were identified in areas including cash management, procurement, accounts payable, and Board of Education, and then audits were proposed in these areas relating to both their risk assessment and the ability to perform the audit at this time. In response to a question from Chairman Freedman, the proposed Audit Plan was created by meeting with key managers and reviewing the latest City CAFR (as of June 30, 2013), noting that other possible audits would be set-up pending the results of the FY ended June 30, 2014 annual audit. Chairman Freedman asked if the Internal Auditor was satisfied that a sufficient net was cast to include all areas of significance for audit determination, noting that his scoring system was based on the amount of dollars involved. Ms. Viscariello assured the Committee that this was the case and invited their input on other audit areas which she promised to include. The Committee thanked Ms. Viscariello for her diligence and adjourned this meeting at 6:20 PM (also, see 'Fiscal 2014-15 Internal Audit Plan', attached).

The Audit Committee of the Board of Finance conducted a meeting for the above stated purpose at the Stamford Government Center on Thursday, November 13, 2014 from 5:30-6:20 PM.

Richard Freedman, Audit Committee Chair

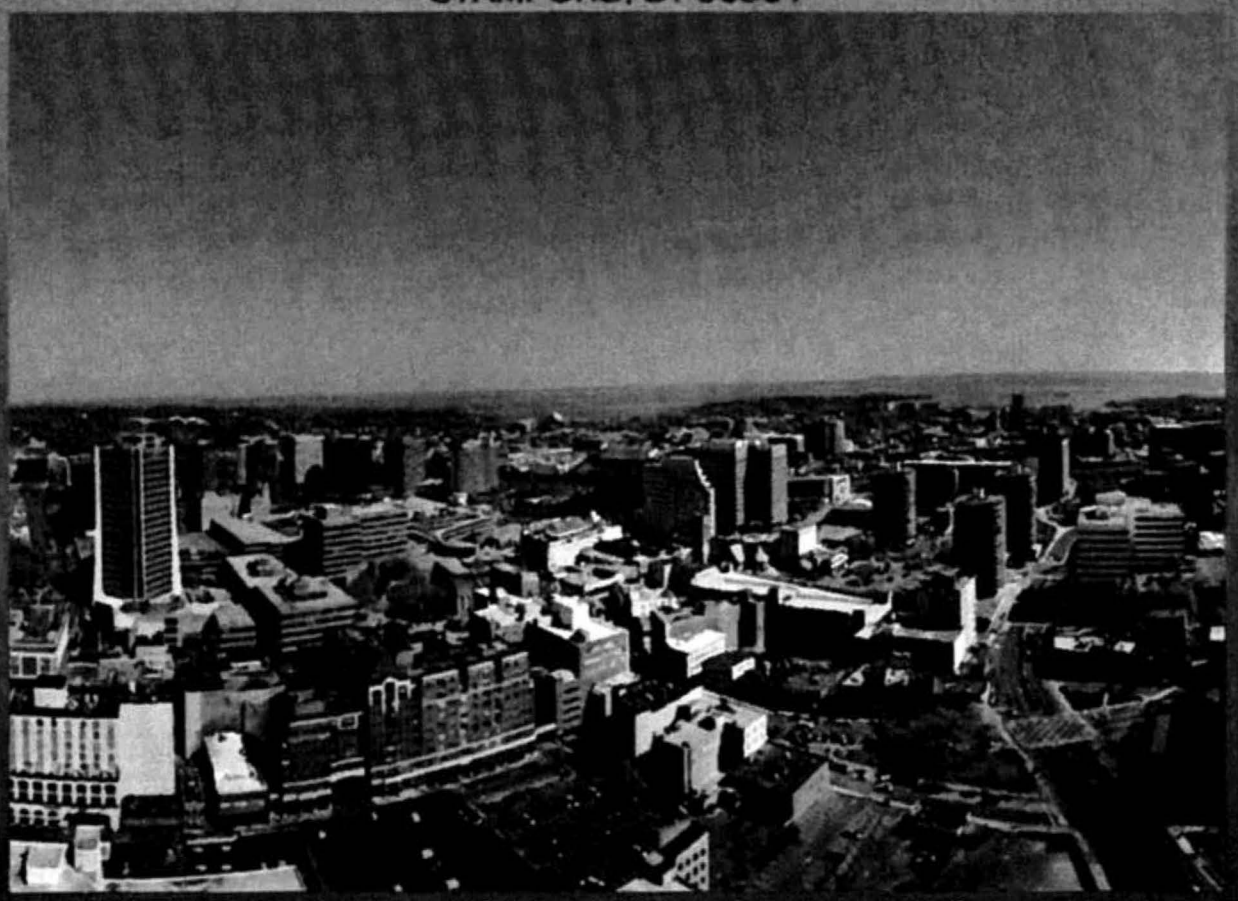
Gerald Bosak, Jr./John J. Louizos, Members

cc: Mayor David Martin
Michael Handler, Director of Administration
Kathryn Emmett, Director of Legal Affairs
Lou Casolo, City Engineer
David Yanik, Controller
Ernie Orgera, Director of Operations
Karen Vitale Asst. Controller
Beverly Aveni, City Purchasing Agent

For 11/13/14 AC Meeting

Teresa wants to bring colored Reports to 11/13 meeting to distribute

CITY OF STAMFORD
OFFICE OF ADMINISTRATION
888 WASHINGTON BOULEVARD
STAMFORD, CT 06901



Presented to the City of Stamford Audit Committee

Fiscal 2014-2015 Internal Audit Plan

Teresa Viscariello, Internal Auditor

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November 13, 2014

Mr. Richard Freeman, Chairman
Mr. John Louizos, Audit Committee Member
Mr. Gerald Bosak Jr., Audit Committee Member
Board of Finance Audit Committee
City of Stamford
Stamford Government Center
888 Washington Boulevard, Fourth Floor
Stamford CT, 06904-2152

Dear Mr. Freeman,

I hereby respectfully submit the enclosed 2014-2015 Internal Audit Plan (the Plan) for the consideration and approval of the City of Stamford Board of Finance's Audit Committee. This Plan is for the period July 1, 2014 through June 30, 2015.

The role of an internal auditor as defined by the Institute of Internal Auditors is as follows: "Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes."

This responsibility of the internal auditor is to serve the City in a manner that is consistent with the standards established by the internal audit community.

This audit plan is designed to be used as a planning tool and will continue to evolve in accordance with the City's needs and objectives. Circumstances may arise that may alter this set of audit priorities. In addition, audits may be performed in response to future events or on an "ad hoc basis" in that they are not specifically identified in this Plan. In the event this does occur, necessary adjustments will be communicated to the Audit Committee in a timely manner.

If you have any further question/comments or would like to discuss any aspects of the Plan, please contact me at 203-977-4700.

Respectfully submitted,

Teresa Viscariello, Internal Auditor

cc: Michael Handler, Director of Administration
David Yanik, Controller

Overview of Internal Audit Risk Assessment Process:

Risk Assessment developed a structured risk assessment methodology based up three steps:

1. Risk Identification
2. Risk Measurement (Scoring)
3. Risk Prioritization (Ranking)

1. Risk Identification (Top/Down approach):

A broad general risk assertion was identified that addressed applicable risks across multiple organizations throughout the City of Stamford.

CFM	- Timing of cash inflows does not match cash outflows
REVM	- Revenue processes and controls do not ensure that amounts received from taxpayers and others for City services are maximized
EXPM	- Expenditure processes and controls do not ensure that amounts paid are minimized / competitively determined
EXPMCAP	- Expenditure processes and controls relating to capital projects do not ensure that amounts paid are minimized / competitively determined or that available capital project funding is applied as efficiently as possible
FINREP	- Policies, procedures, information systems, and control activities do not ensure timely and accurate financial records on which to base financial reports and related financial disclosures
HR/T&A	- Policies and information systems do not ensure that applicable state and federal labor laws are adhered to or that amounts paid for labor and benefits are in compliance with applicable agreements and are minimized
ETH/GOV	- Policies, procedures, and information systems do not ensure that City ordinances, statutes, and other codes of conduct are adhered to

The following type of risk categories that were considered in the development of the City's internal risk identification:

- Operational Risk - Impairment of the ability to carry out day-to-day operations of the City.
- Compliance Risk - Failure to comply with laws, regulations and internal policies designed to safeguard the City.
- Financial Risk - Loss or risk of loss of financial resources or assets.

- Reputational Risk - Risk that public image or reputation of the City or one or more of its representatives are damaged by actions of a unit or individual connected with the City.

Next, a more specific risk assertion was developed through the contributing factors such as;

- Conducting various meeting with key senior level management discuss ongoing and routine dialogue with key departmental management to identify specific issues, gaps or concerns in department coverages.
- Reviewing individual departments, functions, on fund financial documents identifying certain overages or trends in actual versus budgeted amounts.
- Reviewed the City's 2013 management letters on matters of significant deficiencies in internal controls.

2. Risk Measurement (Scoring) Weight Factor:

The above risk assertions were then scored based on their likelihood and significance impact the strength of any mitigating/monitoring controls, and the related governance. An overall risk ranking is shown in **Exhibit A** "Draft" Internal Audit Risk Matrix and Assessment.

- Significant impact – based on a conservative materiality factor of 5% of 2013 City of Stamford Comprehensive Annual Financial Report (CAFR) for each risk.
- Strength of mitigating/monitoring controls- based upon a system in place that monitors and is regularly updated at least annually for each risk.
- Governance- based on required approvals that may be required by the applicable Boards or Committees for each risk.

A weight factor of 1 (lowest) to 10 (Highest) was developed and the scores were multiplied together to obtain the total score for each risk.

3. Risk Prioritization (Ranking):

Once the total scores were calculated the risks were then sorted from highest to lowest according to their respective scoring and then ranked in **Exhibit B** "Draft" Internal Audit Risk Ranking.

The proposed Internal Audit Plan Projects for Fiscal 2014/2015 were identified and developed from the ranked list in **Exhibit C** "Draft" Fiscal 2014/2015 Internal Audit Plan.

City of Stamford
Internal Audit
Risk Matrix Identification and Assessment
"Draft"
FYE 2014/2015

EXHIBIT A

General Risk	Risk ID #	City Ownership / Responsibility	Specific Risk	Type of Risk	Rating	Significance / Impact of Risk (10=high;1=low)	Strength of Mitigation / Controlling Controls (10=low;1=high)	Governance (10=low;1=high)	Trend arrow, if needed (+ or -)	Comments / Observations	Last Audited	IA Actions / Status	Internal Audit Projects
CFM	1	Controller's Office	Accounts Payable Process - Risk that potential duplicate payments are occurring and that existing internal control processes do not mitigate the risk.	Fin	218	6	6	8		Internal audit is performing data mining testing techniques and considering possible utilization a data recovery firm.	External audit = 6/30/2013	Internal Audit = None	
CFM	2	Office of Policy & Mgmt	Budgeting - Smith House cash basis revenues fall short of projected amounts due to billing or collections issues and City must fund shortfall from available surpluses in other departments or areas of the City.	Fin	335	7	6	8	-1	Smith House Financial Manager is focused on improving the speed and accuracy of the billing processes as well as addressing other collectability issues, in an effort to raise the realization rate above its current 90%. Budgeted revenues for F2015 has been modified to recognize revenue shortfall and efforts to date have produced limited results in the collection of more current outstanding accounts receivable. Quarterly (unaudited) financial statement reviews are performed by the city's board of finance during FYE 6-30-2014.	External audit = 6/30/2013	Internal Audit = None	
CFM	3	Controller's Office	Cash Management - City's cash balances are not sufficient to meet operational needs and uses.	Fin	250	10	5	5		Cash projections are prepared quarterly by the Controller's Office and include 6 month projections based on budgeted amounts. Cash projection report is presented to and reviewed by the Board of Finance. The Controller provides an update, during the month of June through the end of July to the Dir of Admin on the status of the city's cash balances and recommends prioritization of disbursements, reviews the daily bank cash balance report and is kept abreast of cash requirements of AP check runs, wire transfers, etc. The process is repeated to a lesser degree during the month of December as cash balances decline and then are rebuilt with the tax billing due Jan. 1st.	External audit = 6/30/2013	Internal Audit = None	
CFM	4	OTHRA Board and Controller's Office	Cash Management - "OTHRA" accounting processes - Time lapsing to obtaining federal government tax credits (revenues) due to the City of Stamford	Fin	210	7	8	5		"OTHRA" is a quasi-government agency with its own Board and outside legal counsel. The city's Controllers department has advised "OTHRA"'s board that an audit is required by underlying legal agreement in order to apply for the Federal tax credits (revenues) due to the city. An external audit has been undertaken effectively March 2014.	External audit = 6/30/2013	Internal Audit = None	
CFM	5	Controller's Office	Cash Management - City's cash balances in capital fund are not sufficient to meet capital project funding requirements	Fin	81	5	4	4	1	Cash projections are prepared quarterly by the Controller's Office and include 6 month projections based on budgeted needs. Cash projection report is presented to and reviewed by the Board of Finance as soon after it is prepared.	External audit = 6/30/2013	Internal Audit = None	
CFM	6	OPM Department	Cash Management - Parking Garage Cash Transfer Process - The city's parking garages transfer out will put the parking fund into a negative fund balance.	Fin	393	8	7	7	1	Based on review of external audit CAFR 6-30-2013 negative fund balance. Internal audit will need to review timing of cash transfer out process with city's OPM Director.	External audit = 6/30/2013	Internal Audit = None	

City of Stamford
Internal Audit
Risk Matrix Identification and Assessment
"Draft"
FYE 2014/2015

EXHIBIT A

General Risk	Risk ID #	City Ownership / Responsibility	Specific Risk	Type of Risk	Rating	Significance / Impact of Risk (10=high; 1=low)	Strength of Mitigation / Monitoring Controls (10=low; 1=high)	Governance (10=low; 1=high)	Tie breaker, if needed (+ or -)	Comments / Observations	Last Audited	IA Actions / Status	Internal Audit Projects
CFM	7	Controller's Office and WPCA Management	Cash Management - WPCA cash needs exceed projections due to operating issues related to the failure of the sewerage system and/or treatment plant.	Fin	448	8	7	8		WPCA Accountant prepares cash projections for operating and capital needs. Failures involving the sewerage system and treatment facility or capital spending needs arising out of system design issues continue to increase the advances from the City to the WPCA prior to the WPCA bond issuances or for operations based on lags in the collection of amounts due for sewerage usage fees. The WPCA Executive Director and Plant Supervisor are focused specifically on these problems and regularly brief either the full board or its Technical Committee. The city has a separate audit of WPCA by outside auditors RFP # 620. The presence of the Dir of Admin and Operations on WPCA board acts as a stronger mitigating control as evidenced by rate setting / budgeting for repayments to the City.	External audit = 6/30/2013	Internal Audit = None	
CFM	8	Risk Management and Controller's Office	Risk Management Processes - Potential for duplication of expense payments made for worker's compensation and adequacy of the liabilities recorded in the general ledger.	Fin	336	8	6	7		Based on interview with the city's risk manager. As of fiscal year end June 2014, every week the city's third party administer (PMA) holds a meeting and delivers a workers compensation payment/voucher report to both human resource generalist and risk manager. The risk manager reviews the weekly voucher report to ensure eligibility with employees start date/end dates salary continuation for workers compensation.	External audit = 6/30/2013	Internal Audit = None	
CFM	9	Smith House Management	Smith House - Resident trust fund (Bank of America Account) transactions and disbursements are not recorded in the general ledger.	Fin	319	5	8	8	-1	Based on internal "spot" audit and discovery of patient trust liability has not agreed with balances in the subledger system for the last four years. See controllers year-end closing instructions for Smith House SH11B.	External audit = 6/30/2013	Internal Audit = None	
EXPM	10	OPM Department	City's Departmental (Non Salaried) Expenditures - Possible issues with excess or unauthorized expenditures for telephone charges, vehicle maintenance, equipment rental, small tools & equipment, office supplies resulting in budget exceedances.	Op	288	8	8	8		Based on comparison of actual expenditures exceeding original budget plus appropriations over last three fiscal years.	External audit = 6/30/2013	Internal Audit = None	
EXPM	11	WPCA and OPM Department	Procurement Process - WPCA excess usage of the "Bid Waiver" process. Possible lack of a coordinated approach to compliance with city purchasing ordinance policy.	Op	193	8	6	4	1	The WPCA has a separate elected board who approves purchase ordinance and legal purchase ordinance document. Internal audit is awaiting a separate memo from the legal department outlining WPCA bid waiver processes.	External audit = 6/30/2013	Internal Audit = None	
EXPM	12	BOE Purchasing and OPM Department	Procurement Processes - BOE use of alternative suppliers as opposed to the preferred suppliers catalogue. Possible lack of a coordinated approach to compliance with the city's purchasing ordinance policy.	Op	320	8	8	5		The BOE's purchasing processes are carried out by finance and grants employees or outside contractors, and no single person is responsible for compliance with city purchasing ordinances.	External audit = 6/30/2013	Internal Audit = None	
EXPM	13	Purchasing and OPM Department	Procurement Processes - Risk that excess usage of the "Bid Waiver" process by the city and miscellaneous contract classification may not result in competitive pricing for contracts awarded.	Op	337	8	7	6	1	The City's purchasing policies have not been revised since 2-27-1999 and need to be updated.	External audit = 6/30/2013	Internal Audit = 8/4/2004	

City of Stamford
Internal Audit
Risk Matrix Identification and Assessment
"Draft"
FYE 2014/2015

General Risk	Risk ID #	City Ownership / Responsibility	Specific Risk	Type of Risk	Rating	Significance / Impact of Risk (10=high; 1=low)	Strength of Mitigation / Monitoring Controls (10=low; 1=high)	Governance (10=low; 1=high)	Tie breaker, if needed (+ or -)	Comments / Observations	Last Audited	IA Actions / Status	Internal Audit Projects
EXPMCAP	14	Controller's Office	Capital Projects - Inaccuracy of capital asset recordkeeping and maintenance of sub-ledgers could result in capital assets being susceptible to misappropriation or misuse	Op	240	8	6	5		History of control deficiencies in the last two fiscal years was identified in the outside auditors' Management Letter. Policy and procedures should reflect recording processes of additions, disposition, and capital transfers. The City's policy and procedures may also require revisions.	External audit = 6/30/2013	Internal Audit = None	
FINREP	15	Risk Management and Human Resource	Risk Management - Collection issues with obtaining repayments for undeducted benefits received (i.e., Medical, vision, union dues etc.) while an active employee is on workers compensation.	Fin	392	7	7	8		Based on interview with the city's risk manager. The third party admnister (PMA) does not deduct the active employee benefits from gross workers compensation. The employee is required to send a payment for the benefits (i.e. medical, dental, vision, union dues, etc.) to the HR department while on workers compensation.	External audit = 6/30/2013	Internal Audit = None	
HR/T&A	16	Human Resource Department	HR Recruitment and Termination Processes - Implementation issues with web-based application may make it more difficult to manage the recruitment process. By properly not coordinating the termination process, the access right of terminated or to be terminated employees could put the city's information or information systems at risk	Ops	180	5	6	6		Module in Human Resource Cendian Recruitment Solution (Integrated application) is currently being implemented by the city's Human Resource Department. Internal audit has a request out to Human Resource Director to address how employee termination process is currently handled	External audit = 6/30/2013	Internal Audit = None	
HR/T&A	17	Controller's Office	Timekeeping and Payroll - Fire and Police employees may be paid based on incorrect time records. In addition, accumulated compensated absence balances may not be calculated in accordance with applicable contractual provisions	Op	449	7	8	8	1	Control deficiencies identified in the outside auditors' Management Letter New "Kronos Administrator" hired, effectively 7-2014 1.) Project Manager of "Kronos Telestaff" for the fire department. 2.) Stop Gap measures for fire department to mitigate risk by the Director of Human Resource to review payout amounts prior to release to employee	External audit = 6/30/2013	Internal Audit = 7/19/2002	
REVM	18	OPM and Grants Department	Grant Accounting Process -Risk of grant funded capital projects receivables may not be realized. Additionally, there is a risk that the grants receivables may not be recorded in the general ledger	Fin	343	7	7	7		OPM department manages regular reviews of the grant funded capital projects	External audit = 6/30/2013	Internal Audit = None	
REVM	19	Tax Department	Tax Assessment and Collection - Issues with the preparation and mailing of semi-annual tax bills result in late or incorrect billing that impacts the timing of cash inflows during the time of year when cash balances are at their lowest	Fin	201	10	4	5	1	The Director of Adminstration and Controller are in close communication with the Tax Collector and touches base with him at least weekly on the progress of the billing in conjunction with the Director of Administration's staff meetings	External audit = 6/30/2013	Internal Audit = None	
ETH/GOV	20	Legal and Human Resource Department	Code of Conduct - Risk that employees are non compliant with the city's code of conduct ordinances.	Fin	144	8	3	6		The city's board of ethics determines on a case by case basis if the employee has violated the city's code of conduct ordinances'.	External audit = 6/30/2013	Internal Audit = None	

City of Stamford
Internal Audit
Risk Matrix Identification and Assessment
"Draft"
FYE 2014/2015

EXHIBIT A

General Risk	Risk ID #	City Ownership / Responsibility	Specific Risk	Type of Risk	Rating	Significance / Impact of Risk (10=high; 1=low)	Strength of Mitigation / Monitoring Controls (10=low; 1=high)	Governance (10=low; 1=high)	Tiebreaker, if needed (+ or -)	Comments / Observations	Last Audited	IA Actions / Status	Internal Audit Projects

Definitions of General Risk (risks that are broadly applicable across multiple organizations)

CFM	- Timing of cash inflows does not match cash outflows
REVM	- Revenue processes and controls do not ensure that amounts received from taxpayers and others for City services are maximized
EXPM	- Expenditure processes and controls do not ensure that amounts paid are minimized / competitively determined
EXPMCAP	- Expenditure processes and controls relating to capital projects do not ensure that amounts paid are minimized / competitively determined or that available capital project funding is applied as efficiently as possible
FINREP	- Policies, procedures, information systems, and control activities do not ensure timely and accurate financial records on which to base financial reports and related financial disclosures
HR/T&A	- Policies and information systems do not ensure that applicable state and federal labor laws are adhered to or that amounts paid for labor and benefits are in compliance with applicable agreements and are minimized
ETH/GOV	- Policies, procedures, and information systems do not ensure that City ordinances, statutes and other codes of conduct are adhered to

City of Stamford
Internal Audit Summary General/Specific Risk Ranking (Based on Rating)
"DRAFT"
FYE 2014/2015

EXHIBIT B

Rating	Risk ID #	General Risk	Specific Risk	Type of Risk	Action Required
449	17	HR/T&A	Timekeeping and Payroll - Fire and Police employees may be paid based on incorrect time records. In addition, accumulated compensated absence balances may not be calculated in accordance with applicable contractual provisions.	Op	Pending City's Annual Audit Results (Possible Internal Audit Project)
448	7	CFM	Cash Management - WPCA cash needs exceed projections due to operating issues related to the failure of the sewerage system and/or treatment plant.	Fin	No Internal Audit Project Scheduled (Existing External Audit)
393	6	CFM	Cash Management - Parking Garage Cash Transfer Process - The city's parking garages transfer out will put the parking fund into a negative fund balance.	Fin	Internal audit to review with city's OPM Dir
392	15	FINREP	Risk Management - Collection issues with obtaining repayments for undeducted benefits received (i.e.. Medical, vision, union dues etc.) while an active employee is on workers compensation.	Fin	Internal Audit Awaiting Data from Risk Mgmt
343	18	REVM	Grant Accounting Process -Risk of grant funded capital projects receivables may not be realized. Additionally, there is a risk that the grants receivables may not be recorded in the general ledger.	Fin	Pending City's Annual Audit Results
337	13	EXPM	Procurement Processes - Risk that excess usage of the "Bid Waiver" process by the city and miscellaneous contract classification may not result in competitive pricing for contracts awarded.	Op	Internal audit project scheduled
336	8	CFM	Risk Management Processes - Potential for duplication of expense payments made for worker's compensation and adequacy of the liabilities recorded in the general ledger.	Fin	Pending City's Annual Audit Results
335	2	CFM	Budgeting - Smith House cash basis revenues fall short of projected amounts due to billing or collections issues and City must fund shortfall from available surpluses in other departments or areas of the City.	Fin	Pending City's Annual Audit Results & awaiting 6-30-2014 A/R aging schedules
320	12	EXPM	Procurement Processes - BOE use of alternative suppliers as opposed to the preferred suppliers catalogue. Possible lack of a coordinated approach to compliance with the city's purchasing ordinance policy.	Op	Internal audit project scheduled
319	9	CFM	Smith House - Resident trust fund (Bank of America Account) transactions and disbursements are not recorded in the general ledger.	Fin	Internal audit project scheduled
288	10	EXPM	City's Departmental (Non Salaried) Expenditures - Possible issues with excess or unauthorized expenditures for telephone charges, vehicle maintenance, equipment rental, small tools & equipment, office supplies resulting in budget exceedances.	Op	Internal Audit Researching Data
250	3	CFM	Cash Management - City's cash balances are not sufficient to meet operational needs and uses.	Fin	Pending City's Annual Audit Results
240	14	EXPMCAP	Capital Projects - Inaccuracy of capital asset recordkeeping and maintenance of sub-ledgers could result in capital assets being susceptible to misappropriation or misuse.	Op	Pending City's Annual Audit Results
216	1	CFM	Accounts Payable Process - Risk that potential duplicate payments are occurring and that existing internal control processes do not mitigate the risk.	Fin	Internal audit project scheduled

EXHIBIT B

City of Stamford
Internal Audit Summary General/Specific Risk Ranking (Based on Rating)
"DRAFT"
FYE 2014/2015

Rating	Risk ID #	General Risk	Specific Risk	Type of Risk	Action Required
210	4	CFM	Cash Management - "OTHRA" accounting processes - Time lapsing to obtaining federal government tax credits (revenues) due to the City of Stamford.	Fin	Pending External Audit Results
201	19	REVM	Tax Assessment and Collection - Issues with the preparation and mailing of semi-annual tax bills result in late or incorrect billing that impacts the timing of cash inflows during the time of year when cash balances are at their lowest.	Fin	Pending City's Annual Audit Results
193	11	EXPM	Procurement Process - WPCA excess usage of the "Bid Waiver" process. Possible lack of a coordinated approach to compliance with city purchasing ordinance policy.	Op	Internal Audit Awaiting Legal Memo
180	18	HR/T&A	HR Recruitment and Termination Processes - Implementation issues with web-based application may make it more difficult to manage the recruitment process. By properly not coordinating the termination process, the access right of terminated or to be terminated employees could put the city's information or information systems at risk.	Ops	Internal Audit Awaiting Data from Dir of HR
144	20	ETH/GOV	Code of Conduct - Risk that employees are non compliant with the city's code of conduct ordinances.	Fin	No Internal Audit Project Scheduled
81	5	CFM	Cash Management - City's cash balances in capital fund are not sufficient to meet capital project funding requirements.	Fin	No Internal Audit Project Scheduled

Internal Audit Projects - will take 961 hours

City of Stamford
Internal Audit Plan 2014/2015 (DRAFT) Proposed Audits
As of June 30, 2014 and forward

EXHIBIT C

Project #	Project Title	Specific Risk ID #	Task	Ongoing Projects/Tasks	Planned Estimate	Completed (Actual to Date)	% of Internal Audit Plan
2014.01	**Data Mining of Accounts Payable**	1	1	Interview key purchasing personnel, obtain procedure documents, walk through processing invoices for check payment process, review vendor setup, review accounts payable approval process on check process dates.	16.00	0.00	
	looking for duplicate payments, addresses		2	Internal Audit manager to run from Cognos system reports of general ledger detail for the following; 1.) All vendor file 2.) Account Payable check run for 2 fiscal years 2013/2014 3.) One time vendor file	7.50	0.00	
			3	Internal Audit to design testing and perform data mining testing.	8.00	0.00	
			4	Selected research items from data mining results and gather support documentation.	37.50	0.00	
			5	Create report of findings and recommendation to audit committee for project 2014 #1 (1,2,3,4)	4.00	0.00	
				subtotal	**73.00**	**0.00**	**4.0%**
2015.01	**Spot Audit - Resident Trust Fund** to look at this controls for [illegible]	9	1	Smith House Resident (Patient) Trust Fund to 1K allowance for patients	30.00	0.00	
John			2	Create report of findings and recommendation to audit committee for project 2015 #1 (1)	1.50	0.00	
				subtotal	**31.50**	**0.00**	**1.7%**
2015.02	**BOE Procurement Policies and Procedures**	12	1	BOE possible lack of coordinated approach to compliance with the city's purchasing ordinances.	52.50	0.00	
This is large part of city budget	are they following city purch. ordinance		2	Create report of findings and recommendation to audit committee for project 2015 #2 (1)	3.00	0.00	
should look at these for other items				**subtotal**	**55.50**	**0.00**	**3.0%**
2015.03	**City's Procurement Policies and Procedures**	13	1	City's use of excess usage of "Bid Waiver" procurement process.	105.00	0.00	
			2	Create report of findings and recommendation to audit committee for project 2015 #3 (1)	3.00	0.00	
				subtotal	**108.00**	**0.00**	**5.9%**
2015.99	**Adhoc Type Audits** - MC Audit on City CERF fund regarding performance due to vendor	Spot Audits	1	Adhoc Type Audits - Provide assessments by examining and evaluating general fund non city environment and non-government agencies on overall internal controls and financial positions.	413.00	0.00	
				subtotal	**413.00**	**0.00**	**22.7%**
2015.A	**Internal Audit Risk Assessment and Audit Plan**		1	Long-term project for Internal Audit to create both General and Specific Risk Assessment for City of Stamford.	180.00	0.00	

continue to work on Risk Assessment all areas - Admin are making sure ~~Data~~ IS is in compliance w/state rules

City of Stamford
Internal Audit Plan 2014/2015 (DRAFT)
As of June 30, 2014 and forward

EXHIBIT C

Project #	Project Title	Specific Risk ID #	Task	Ongoing Projects/Tasks	Planned Estimate	Completed (Actual to Date)	% of Internal Audit Plan
			2	Long-term and ongoing project - Internal Audit to develop Internal Control questionnaires covering accounting areas of policies and procedures - Cash Control / Accounts Payable / Procurement / Payroll/ Grants etc.	20.00	0.00	
2015.B	**Adoption of Document Retention Plan for Office of Administration**		1	Designated Internal Audit as Records Retention and Disposal Management Officer for Office of Administration	40.00	0.00	
2015.C	**Tie-out of the city's FYE June 2014 CAFR and footnotes**		1	Tie-out of the city's FYE June 2014 CAFR and footnotes in conjunction with the controllers office to supporting schedules.	40.00	0.00	
				subtotal	**280.00**	**0.00**	**15.4%**
				Total Time Budgeted for Identified Internal Audit Projects	**961.00**	**0.00**	**52.7%**
				Estimated Available Hours (Excludes Leave & Holidays)	**1,822.50**	**0.00**	**100%**

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These duties could be done pending on 6/30/14 Audit results

City of Stamford
Internal Audit Plan 2014/2015 (DRAFT)
As of June 30, 2014 and forward

EXHIBIT C

Project #	Project Title	Specific Risk ID #	Task	Ongoing Projects/Tasks	Planned Estimate	Completed (Actual to Date)	% of Internal Audit Plan
2015.04	**City's Timekeeping and Attendance Processes and Approval**	**17**	**1**	Fire Department timekeeping of accumulated compensated absence balances	30.00	0.00	
			2	Create report of findings and recommendation to audit committee for project #4 (1)	1.50	0.00	
			3	Police Department timekeeping process of accumulated compensated absence balances	37.50	0.00	
			4	Create report of findings and recommendation to audit committee for project #4 (3)	1.50	0.00	
				subtotal	**70.50**	**0.00**	
2015.05	**Grants Capital Funded Projects Processes**	**18**	**1**	Grants Capital Funded Projects Processes	150.00	0.00	
			2	Create report of findings and recommendation to audit committee for project #5 (1)	3.00	0.00	
				subtotal	**153.00**	**0.00**	
2015.06	**Risk Management Workers Comp**	**15**	**1**	Workers compensation - Potential collection issue with obtaining repayment from "active employee" undeducted benefits received for medical, dental, union dues etc.	37.50	0.00	
			2	Create report of findings and recommendation to audit committee for project #6 (1)	1.50	0.00	
				subtotal	**39.00**	**0.00**	
2015.07	**Human Resource Policy and Procedures (Hiring/Termination)**	**16**	**1**	Human Resource - Quarterly Review of HR Ceridian Data	15.00	0.00	
			2	Monthly Review of HR Ceridian Data	4.00	0.00	
			3	Create report of findings and recommendation to audit committee for project #7 (1,2)	1.00	0.00	
			4	City of Stamford - Hiring Policy and Procedures	30.00	0.00	
			5	Create report of findings and recommendation to audit committee for project #7 (4)	1.00	0.00	
			6	City of Stamford - Termination Policy and Procedures	30.00	0.00	
			7	Create report of findings and recommendation to audit committee for project #7 (6)	2.00	0.00	
				subtotal	**83.00**	**0.00**	
2015.08	**City Cash Receipt Module and Processes**	**3**	**1**	Cashier and Permitting	30.00	0.00	
			2	Create report of findings and recommendation to audit committee for project #8 (1)	2.00	0.00	
			3	Tax Department	75.00	0.00	
			4	Create report of findings and recommendation to audit committee for project #8 (4)	2.00	0.00	
			5	Building Department	37.50	0.00	

Project #	Project Title	Specific Risk ID #	Task	Ongoing Projects/Tasks	Planned Estimate	Completed (Actual to Date)	% of Internal Audit Plan
			6	Create report of findings and recommendation to audit committee for project #8 (5)	2.00	0.00	
			7	Recreation Department	15.00	0.00	
			8	Create report of findings and recommendation to audit committee for project #8 (7)	2.00	0.00	
			9	Land Use Department	7.50	0.00	
			10	Create report of findings and recommendation to audit committee for project #8 (10)	1.00	0.00	
				subtotal	**174.00**	**0.00**	
2015.09	**WPCA Cash Receipt Module and Processes**	**7**	**1**	WPCA Department	15.00	0.00	
			2	Create report of findings and recommendation to audit committee for project #9 (1)	1.00	0.00	
				subtotal	**16.00**	**0.00**	
2015.10	**WPCA Procurement Policies and Procedures**	**11**	**1**	WPCA use of excess usage of "Bid Waiver" process	105.00	0.00	
			2	Create report of findings and recommendation to audit committee for project #10 (1)	1.50	0.00	
				subtotal	**106.50**	**0.00**	
2015.11	**City's Code of Conduct Policy**	**13**	**1**	City's departments adherence to "Code of Conduct" ordinances	52.50	0.00	
			2	Create report of findings and recommendation to audit committee for project #11 (1)	2.00	0.00	
				subtotal	**54.50**	**0.00**	

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City of Stamford
Internal Audit Plan 2014/2015 (DRAFT)
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EXHIBIT C

Project #	Project Title	Specific Risk ID #	Task	Ongoing Projects/Tasks	Planned Estimate	Completed (Actual to Date)	% of Internal Audit Plan
2015.12	Surprise Audits		1	Spot audit on Parts Inventory Tool Evidence	22.50	0.00	
			2	Spot audit on Katrina Mygatt Recycling Center	37.50	0.00	
			3	Spot audit on Scofieldtown Road Recycling Center	37.50	0.00	
			4	Spot audit on Scale House / Transfer Station	37.50	0.00	
		3	5	Spot audit - Cash receipt process with E.G. Brennan (Golf Course)	22.50	0.00	
			6	Create report of findings and recommendation to audit committee for project #12 (1 - 5)	7.50	0.00	
				subtotal	**165.00**	**0.00**	
				Total Unscheduled Internal Audit Projects	**861.50**	**0.00**	**47.3%**
				Total Internal Audit Plan	**1,822.50**	**0.00**	**100%**
				Unassigned (Additional) Audit Hours	**0.00**		