

Audit Process

Phase I - Assessment - Identify critical processes and risks to determine the scope and approach to the audit.

Phase II - Fieldwork - Evaluate and test internal controls and transactions processed using manual and automated techniques. Make appropriate improvement or corrective recommendations.

Phase III - Reporting - Communicate to management and officials the results of the audit and management's action plans to correct deficiencies noted.

Professional Affiliations

The Internal Audit Office holds an institutional membership in the Association of Local Government Auditors. All auditors are members of the Institute of Internal Auditors. Four auditors are Certified Public Accountants and one is a Certified Internal Auditor. The Chief Audit Executive is a member of the AICPA and on the Board of Directors of the Insurance Internal Auditors Group and VP/Secretary. Some auditors are members of the Association of Certified Fraud Examiners and hold Masters Degrees.



City of Hartford Connecticut Internal Audit Department



It is important to view an audit as an opportunity to discuss with the Internal Audit Department what you feel is working well within your area and what may not be. By working together, we can deliver balanced assurance and identify where controls are functioning effectively and where the areas of considerable risk lie.

Internal Audit Department
550 Main Street, 3rd floor
Room 304
Hartford CT, 06103

Telephone 860-757-9952
Fraud Hot Line 860-757-9957

Audit Services
Process Improvement
Management Consulting
Enterprise Risk Assessment
Special Reviews & Investigations

Authority

The City of Hartford Municipal code established the Internal Audit Commission, which consists of three appointed individuals who are not employees of the City nor are they all of the same political party. The Commission grants authority to the Internal Audit Department to review all City and Hartford Public School System accounts, operations and records including full access to all employees.

Chief Auditor

Craig S. Trujillo, Certified Public Accountant

Office (860) 757-9952 Cell (860) 422-3600

E-Mail – Trujc001@hartford.gov

Professional Staff

Jay Johnson, Certified Public Accountant

Donna Barberi, Certified Internal Auditor

Desmond Sinclair, Certified Public Accountant

Phu-Loc Nguyen, Certified Public Accountant

Mission Statement

The mission of the Internal Audit Department is to provide independent and objective audits/reviews and assessments of the City's and Hartford Public School's business activities, operations, financial systems, and internal controls.

The Internal Audit Department seeks to assist the City Council and Administration:

- In carrying out continuous quality improvement programs
- In promoting operational effectiveness and efficiency
- In ensuring safeguard of City assets
- In ensuring adherence to City policies

The Internal Audit Department accomplishes its mission by carrying out a plan of operational, financial and performance audits, selected as a result of a risk analysis process. To ensure the appropriate level of independence and objectivity, the Chief Auditor reports to the Internal Audit Commission.

Fraud Hotline

Financial Accountability is a top priority for the City of Hartford. With this goal in mind, we have created a **Fraud Hotline** that can be used to report information about fraud, waste, or abuse of resources in the City of Hartford. To report known or suspected wrongdoing, you can contact the Internal Audit Department by phone, (860) 757-9957; E-mail, FraudHotline@hartford.gov; or write to us at 550 Main Street, 3rd floor, Hartford, CT 06103 U.S. Mail.

When contacting us, please provide as many details as possible about the issue. The more information you provide, the better we will be able to address any concerns you may have. If you desire, you can remain anonymous and your identity will be held in the strictest confidence.

