

City of Stamford  
"Final" Internal Audit Plan 2023/2024  
As of July 1, 2023 and forward

EXHIBIT A

Project #	Previous Project# suggested	Project Title	Current Specific Risk ID #	Previous Specific Risk ID #	Task	Ongoing Projects/Tasks	Planned Estimate (Hours)	Completed Hours (Actual to Date)	% of Internal Audit Plan
2024.01	Yes	Review of Tax Collection Revenues Reconciliation Processes for FY2022. <i>Note:</i> <i>Continuation of work performed for FY 19-21.</i>	1	2	1	Tax Collected Revenues Reconciliation Processes and Procedures.	150.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #1 (1)	2.00	0.00	
<b>subtotal</b>							<b>152.00</b>	<b>0.00</b>	<b>7.7%</b>
2024.02	Yes	Review of City's/SWPCA Adherence to Purchase Ordinance Process includes review of "Bid Waiver" usage.	4	3	1	By City Purchasing Ordinance a Review of City/SWPCA Purchasing Process (includes "Bid Waiver") should be performed every 3 years.	140.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #2 (1)	2.00	0.00	
<b>subtotal</b>							<b>142.00</b>	<b>0.00</b>	<b>7.2%</b>
2024.03	Yes	Human Resource Policy and Procedures (Termination) Process.	19	17	1	Human Resource - Review of HR system data.	90.00	0.00	
					2	Monthly Review of HR system data.	10.00	0.00	
					3	City of Stamford - Review Current Termination Procedures and Policies.	5.00	0.00	
					4	Create report of findings and recommendation to audit committee for project 2024 #3 (1-3)	2.00	0.00	
<b>subtotal</b>							<b>107.00</b>	<b>0.00</b>	<b>5.5%</b>
2024.04	Yes	Human Resource Policy and Procedures (Hiring)	26	23	1	Human Resource - Review of HR system data.	80.00	0.00	
					2	Monthly Review of HR system data.	10.00	0.00	
					3	City of Stamford - Review current hiring policy and procedures.	18.00	0.00	
					4	Create report of findings and recommendation to audit committee for project 2024 #4 (1-3)	2.00	0.00	
<b>subtotal</b>							<b>110.00</b>	<b>0.00</b>	<b>5.6%</b>
2024.05	Yes	Review of City's Revenue Services Department Non-Tax "Other Revenues" Cash Collection Process covering FY20-22.	7	5	1	Review of City's Revenue Services Department "Other Revenues" New Cash Collection Processes and Procedures.	140.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #5 (1)	1.50	0.00	
<b>subtotal</b>							<b>141.50</b>	<b>0.00</b>	<b>7.2%</b>
2024.06	Yes	City's Employee Purchasing Credit Card Review Process FY20-22.	16	15	1	Review of City's Employee Purchasing Credit Card Process and Procedures.	70.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #6 (1)	1.50	0.00	
<b>subtotal</b>							<b>71.50</b>	<b>0.00</b>	<b>3.6%</b>
2024.99	Yes	Surprise Audits			1	Spot audit - Cash Collection process with City facilities that are outside the government center.	100.00	0.00	
					2	Create report of findings and recommendation to audit committee.	8.00	0.00	
<b>subtotal</b>							<b>99.00</b>	<b>0.00</b>	<b>5.0%</b>
2024.99	Yes	Adhoc Type Audits			1	Adhoc Type Audits - Provide assessments by examining and evaluating general fund environment and non-government agencies on overall internal controls and financial positions.	99.00	0.00	
					2	Create report of findings and recommendation to audit committee.	1.50	0.00	
<b>subtotal</b>							<b>100.50</b>	<b>0.00</b>	<b>5.1%</b>
2024	Yes	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.	280.00	0.00	14.3%
<b>Total Time Budgeted for Identified Internal Audit Projects</b>							<b>1,212.50</b>	<b>0.00</b>	<b>61.8%</b>
<b>Estimated Available Hours (Excludes Leave &amp; Holidays)</b>							<b>1,962.50</b>	<b>0.00</b>	<b>100%</b>

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2024.07	Yes	Review of City's Fleet Vehicles Inventory Count, Fuel Consumption Calculation, and Repair Maintenance Processes.	10	10	1	Review of City's Fleet Vehicles Inventory, Fuel Consumption, and Repair Maintenance Process.	70.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #7 (1)	1.50	0.00	
<b>subtotal</b>							<b>71.50</b>	<b>0.00</b>	<b>3.6%</b>
2024.08	Yes	Review process for BOE Extra Service Payroll Vouchers for Teachers.	21	9	1	Review of BOE Teachers Extra Service Payroll Vouchers Approval Process.	65.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #8 (1)	1.50	0.00	
<b>subtotal</b>							<b>66.50</b>	<b>0.00</b>	<b>3.4%</b>
2024.09	Yes	BOE Employee Purchasing Credit Card Review Process FY20-F22.	25	20	1	Review of BOE Employee Purchasing Credit Card Process and Procedures.	60.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #9 (1)	1.50	0.00	
<b>subtotal</b>							<b>61.50</b>	<b>0.00</b>	<b>3.1%</b>
2024.10	Yes	City's/BOE Operating Grants Revenue & Expenses (Fund 24) Oracle Special Revenue Grants (Fund 2800) Process. <i>Note: Deferred until the Project Accountant position in Controllers Office is filled.</i>	2	1	1	Operating Revenue & Expense Grants (Fund 24) Processes and Procedures.	90.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #10 (1)	2.00	0.00	
<b>subtotal</b>							<b>92.00</b>	<b>0.00</b>	<b>4.7%</b>
2024.11	No	Review of City's/BOE Post-Implementation ERP systems for Purchase Orders (including encumbrances) Process. <i>Note: Reconfiguration of Oracle modules are in progress not ready for testing/audit at this point in time.</i>	5		1	By City Purchasing Ordinance Review of new methodology in City/SWPCA Purchase Order (including encumbrances) process.	110.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #11 (1)	1.50	0.00	
<b>subtotal</b>							<b>111.50</b>	<b>0.00</b>	<b>5.7%</b>
2024.12	Yes	Review of City's Revenue Services Department Non-Tax "Other Revenues" Cashiering system FY2023. <i>Note: Reconfiguration of Oracle modules are in progress not ready for testing/audit at this point in time.</i>	8	4	1	Review of City's Revenue Services Department "Other Revenues" Cashiering System Processes and Procedures for FY2023.	110.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #12 (1)	2.00	0.00	
<b>subtotal</b>							<b>112.00</b>	<b>0.00</b>	<b>5.7%</b>
2024.13	No	Review of City's/BOE Post-Implementation ERP systems FY2023. <i>Note: Reconfiguration of Oracle modules are in progress not ready for testing/audit at this point in time.</i>	9		1	Review of City's/BOE Post-Implementation (Accounts Payable, Accounts Receivable, and Employee Reimbursements etc.) ERP system.	100.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #13 (1)	2.00	0.00	
<b>subtotal</b>							<b>102.00</b>	<b>0.00</b>	<b>5.2%</b>
2024.14	Yes	Review of BOE Adherence to Purchase Ordinance Process. <i>Note: Reconfiguration of Oracle modules are in progress not ready for testing/audit at this point in time.</i>	17	16	1	By City Purchasing Ordinance a Review of Purchasing Process should be perform every 3 years.	80.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #14 (1)	1.50	0.00	
<b>subtotal</b>							<b>81.50</b>	<b>0.00</b>	<b>4.2%</b>
2024.15	No	Review of City's Leases Revenue Recognition Process for FY20-22. <i>Note: Deferred until the Project Accountant position in Controllers Office is filled.</i>	18		1	Review of City's Leases Revenue Recognition Processes and Procedures FY20-22.	50.00	0.00	
					2	Create report of findings and recommendation to audit committee for project 2024 #15 (1)	1.50	0.00	
<b>subtotal</b>							<b>51.50</b>	<b>0.00</b>	<b>2.6%</b>
<b>Total Stand By Internal Audit Projects</b>							<b>750.00</b>	<b>0.00</b>	<b>38%</b>
<b>Total Internal Audit Plan</b>							<b>1,962.50</b>	<b>0.00</b>	<b>100.0%</b>
<b>Unassigned (Additional ) Audit Hours</b>							<b>0.00</b>		