



# 2018 Audit Plan

**TOWN OF TRUMBULL, CT**

April 21, 2017  
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Financial/Accounting Controls Analyst



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Ms. Elaine Hammers, Chairwoman  
Town of Trumbull Board of Finance  
5866 Main Street  
Trumbull, CT 06611

Dear Ms. Hammers,

I respectfully submit the 2018 Annual Audit Plan for the consideration and approval of the Town of Trumbull Board of Finance. This plan is for the period July 1, 2017 through June 30, 2018.

### **The Role of the Internal Auditor**

The Institute of Internal Auditors defines the role of the Internal Auditor 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.

In the context of this definition and the role described within my job description, along with information I have ascertained from various informal interviews, I have selected a number of audit objectives for the coming fiscal year ending June 30, 2018. This audit plan is a planning tool for the use of audit resources. Please be advised that circumstances may arise during the course of the audit year that may alter this set of priorities. Any and all necessary adjustments to this plan will be communicated to the Board of Finance in as timely a manner as possible. Also, audits may be conducted which are not included in this document.

In addition to the various audit activities planned, it is likely that I will continue to be involved in the planning and implementation of certain procedural or organizational initiatives that occur within the Town of Trumbull throughout the fiscal year.

If you have any questions or would like to discuss any aspect of this plan, please contact me via phone or email at your convenience. Thank you for the opportunity to provide this information to the Board of Finance and look forward to another productive year together.

Respectfully submitted,

**Therese Keegan**  
**Financial/Accounting Controls Analyst**

The following is a list of the audit activities proposed for the fiscal year ending June 30, 2018. The priority has not been determined. Situations may occur that force changes within a plan of audit activities, including suspected instances of fraud, waste, or abuse.

### **Proposed Audit Plan**

1. Accounting policies and procedures manual (in process)
  - Inventory of existing documents, review and update as necessary
  - Compose as needed
  - Obtain approvals and communicate
  
2. Direct Benefit, Direct Contribution Pension Plan reviews – Town, BOE, Police Department
  - Eligibility, dates, elections
  - Adherence to documents
  
3. Fixed assets:
  - Ensure policy document exists
  - Ensure inventory list is available and physical inventories occur
  - Ensure physical inventory balances tie to ledgers
  
4. Cell phone analysis:
  - Ensure policy exists
  - Ensure adherence to policy
  - Ensure assets are appropriately tracked
  - Conduct cost review, rate plans available, consistency, etc.
  
5. New hire processes:
  - Munis/other software – permissions/proper segregation of duties
  - Phone, email setup
  - Asset distribution per policy
  - Addition to appropriate distribution lists
  - HR/benefits info
  - Termination/inactivation and return of assets
  
6. Purchasing review: Town in process; BOE to follow
  - Ensure written policy exists
  - Purchase order and bidding
    - a. Requirements
    - b. Compliance
  - Vendor setup
    - a. Documentation required
    - b. Authorization
    - c. Potential duplication
  - Inactivation process
  - Employees in database

7. Cash receipts: (2 – 3 Departments each year)

- Ensure policy exists
- Follow up on previous audit
- 2018 to include:
  - a. Tax Collector (in process)
  - b. Health Department
  - c. Building Department

8. Senior Center update:

- Policies
- Processes & procedures
- Risks & controls