

The background features three vertical stripes on the left side: a light beige stripe, a medium brown stripe, and a dark brown stripe. The right side of the background is a solid dark brown color with a white dot pattern that is denser at the top and fades towards the bottom.

Audit of Special Charges and Assessments

CITY OF MILWAUKEE
INTERNAL AUDIT

December 2024

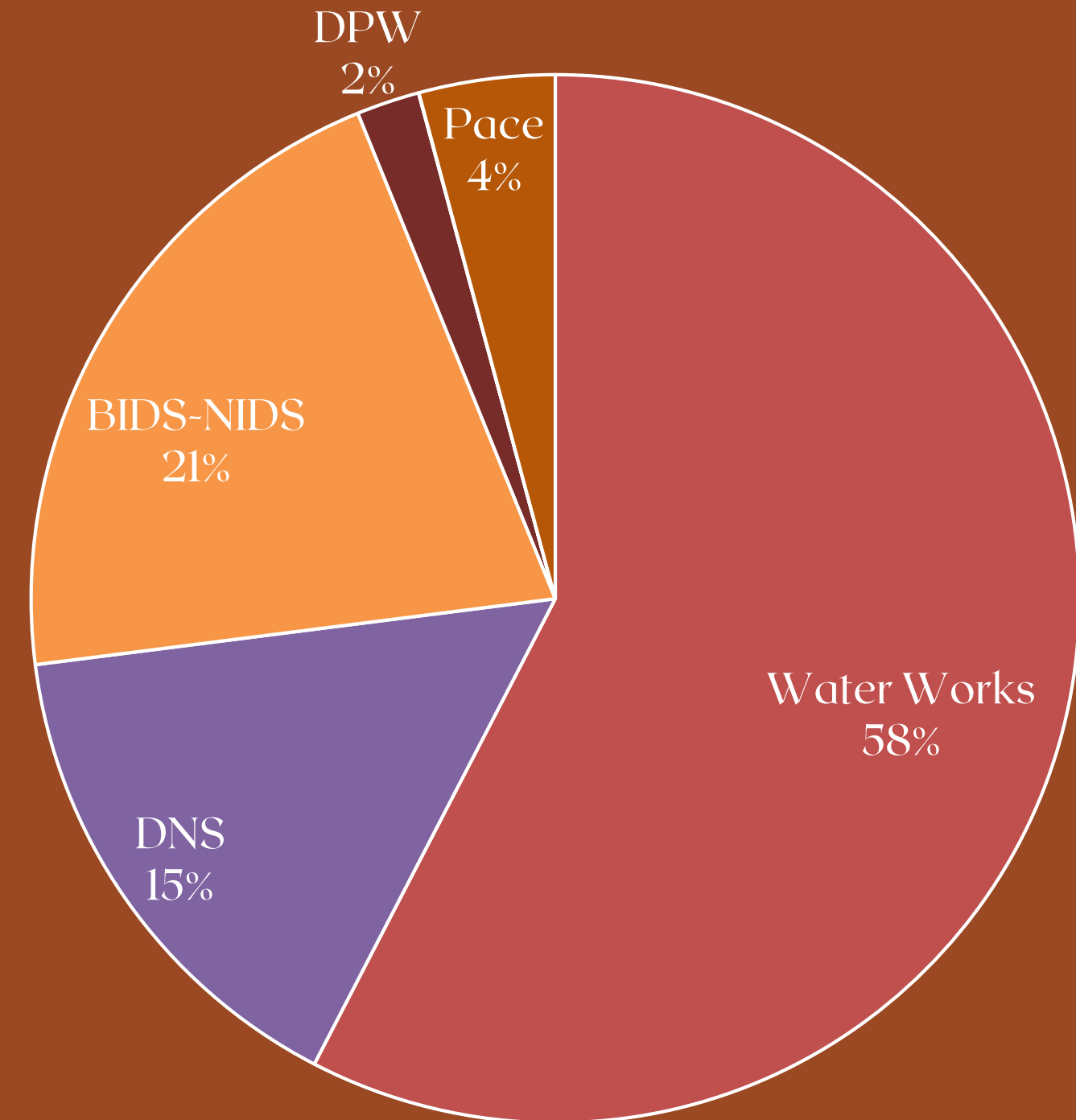
Agenda

- SCOPE AND OBJECTIVE
- PROCEDURES
- CONCLUSION
- FINDINGS & RECOMMENDATIONS

Background

Why We Did This Audit:

- Requested by the Treasurer's Office
- High financial significance
 - \$57,910,037 of charges and assessments were posted in 2023



Scope & Objective

● SCOPE

Controls related to the processing of special charges and assessments. The time period under review was February 1, 2023, through January 31, 2024.

● OBJECTIVE

To evaluate the adequacy and effectiveness of the special charges and assessments process.

Procedures

- 1 Interviews & walkthroughs
- 2 Review of relevant documentation
- 3 Testing of the following controls:
 - Training efforts
 - File transfer process
 - Interdepartmental requisition invoicing procedures

Conclusion

The audit concluded that the adequacy and effectiveness of the special charges and assessments process is operating effectively overall.

However, there are two areas where improvements can be made:

- Test files and official letters
- Balancing reports



Finding #1

FINDING

Treasurer's Office did not receive Official Letters and test files.

RISK

Inconsistent practices could make it challenging to uphold accountability by City departments.

Risk Rating: Medium

Internal Audit recommends the following:

- Update the letter of instruction
- Annual training sessions
- Increased collaboration with the Assessor's Office
- Formal policies and procedures

Finding #2

FINDING

Two Special Charges Import Balancing reports were missing from the shared drive.

RISK

Missing critical reports could lead to reporting inaccuracies.
Risk Rating: Low

Internal Audit recommends the following:

- Retaining copies of Special Charges Import Balancing Reports

THANK YOU

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