

**Martin Matson**  
Comptroller

**Glenn Steinbrecher, CPA**  
Deputy Comptroller



**Toni Biscobing**  
Special Deputy Comptroller

**Aycha Sirvanci, CPA**  
Special Deputy Comptroller

**Office of the Comptroller**

September 21, 2016

Honorable Tom Barrett, Mayor  
The Members of the Common Council  
City of Milwaukee  
Milwaukee, WI 53202

Dear Mayor and Council Members:

Pursuant to Common Council Resolution 05-1485, Internal Audit has been requested to provide the Common Council with a semi-annual report of audit activities including, but not limited to, on-going audits, pending audits and possible subjects for future audits. Internal Audit has prepared this report summarizing all of its work products including audits and non-audit projects completed and issued in 2016, current audits, projects in progress and their anticipated issuance dates and future audits expected to begin in 2017. Some audits listed below may have most of the work completed in 2016; however, reports may not be issued until the first quarter 2017. These projects will be notated as such.

**Reports Issued 2016:**

1. Fraud, Waste and Abuse Hotline Report (01.21.16)
2. Audit of iNovah Application Controls (02.15.16)
3. Report of Audit Activities 2016 (02.16.16)
4. Audit of Department of Performance Measurement Controls (5.16.16)

**Audits in Progress - with status (and estimated issuance date):**

1. Audit of the City Treasurer Cash Controls – report preparation (September 2016)
2. Audit of Fund Carry Over Compliance – report preparation (September 2016)
3. Audit of the Milwaukee Police Department Overtime – ongoing fieldwork (November 2016)
4. Audit of City Hall Physical Security – ongoing fieldwork; review conducted by an external consultant (November 2016)
5. Audit of the 9-1-1 System Application Controls – ongoing fieldwork (January 2017)
6. Audit of Citizen Relationship Management (CRM) Application Controls – ongoing fieldwork (January 2017)
7. Audit of Dependent Care Eligibility – ongoing fieldwork (February 2017)
8. Audit of FMLA Policies – ongoing fieldwork (February 2017)

All audits, and their estimated issuance dates, are potentially subject to change as they may be dependent upon external factors.



**Audits Anticipated - with status (and estimated initiation date):**

1. Review of Open Records Requests and Controls – planning (September 2016)
2. Parking Fund: License Plate Recognition System – planning (September 2016)
3. Audit of Port of Milwaukee: Maintenance, Monitoring and Tracking – planning (September 2016)

**Annual Audit Plan 2017:**

All of the areas of the City potentially subject to an audit will be ranked, based on overall risk(s), via the performance of the enterprise-wide risk assessment. The results of this risk assessment will serve as a basis for the initial development of the annual audit plan for 2017 and beyond. The final areas selected for audit may also include suggestions from City leadership and management, as is necessary. Internal Audit will communicate these results to the Common Council following the completion of this project.

In addition to this report, follow up on recommendations from past audits has begun. The implementation status of any open recommendations from the 2016 audits, and audits issued prior to 2016, will be summarized as part of the Report on Audit Activities released in first quarter 2017.

We would be happy to discuss the contents of this report with you at the appropriate committee hearing.

Sincerely,

  
for Martin Matson  
Comptroller

  
Greg Lotze, CPA, CIA  
Interim Audit Manager

GL:rk