

The background features a large, faint, circular seal of the City of Richmond. The seal contains the text "CITY OF RICHMOND" at the top and "ESTABLISHED 1737" at the bottom. The center of the seal depicts a figure holding a torch, surrounded by stars.

AUDIT UPDATE

DEPARTMENT OF HUMAN RESOURCES

GOVERNMENTAL OPERATIONS AND STANDING COMMITTEE

APRIL 23, 2025

OVERVIEW

February 2023 - Thirty-Two (35) Open Audit Items

- 1 High Item
- 23 Medium Items
- 11 Low Items

April 2025 – Six (6) Open Audit Items

- 4 Medium Items
- 2 Low Items

OPEN AUDIT ITEMS

Audit #	Audit Report Name	Recommendation	Status
2018-03	Temporary Service Contract Compliance	Establish and implement standard city-wide process for verifying and maintaining background checks for temporary service personnel	Process submitted to Internal Audit for Review
2021-03	Vehicle Utilization	Ensure HR Staff and Vehicle Coordinators are trained on IRS Pub 15-B's requirement for taxable fringe benefits, and include responsibility for disseminating and gathering PVU forms	In progress
2021-03	Vehicle Utilization	Revise Admin Reg 6.2 for Motor Pool and City Vehicle usage to include guidance on taxable fringe benefits and compliance with IRS Pub 15-B	In progress
2021-13	Continuous Audit	Recovery of overpayments	Information submitted to Internal Audit for review
2022-09	HR Benefits Reconciliation	Ensure Life Insurance variances identified in monthly reconciliation are resolved in a timely manner	Information submitted to Internal Audit for review
2022-12	Continuous Audit	Ensure compliance in maintaining documents in adherence to Virginia Records Retention General Schedule No 2	Process submitted to Internal Audit for review





DISCUSSION