



COUNTY OF WINNEBAGO

Office of the County Auditor

County Administration Building
404 Elm Street, Room 201
Rockford, Illinois 61101

WILLIAM D. CROWLEY
County Auditor
Phone (815) 319-4206
bcrowley@wincoil.us

January 17th, 2018

To: August Gentner, President, August Consulting Company

From: William D. Crowley, Winnebago County Auditor

RE: Information Technology Internal Audit (Limited Scope) Notification

The Winnebago County Auditor's office is required to perform several duties under Illinois Compiled Statute 55 ILCS 5/Div. 3.1. Sec. 3-1005. The Compiled Statute states that the County Auditor is required to "maintain a continuous internal audit of the operations and financial records of the officers, agents or divisions of the County."

This memorandum is to inform you that our office will be conducting a limited scope internal audit of certain items relating to the operation of the Information Technology Department. At the conclusion of the audit you will be provided a report and an opportunity to respond in accordance with County Ordinance Sec. 2-314. – Response to internal audit report.

I have indicated below the areas the internal audit will focus on and a listing of documents I am requesting. Additional requests may follow.

Intergovernmental Services:

Client list for service activity from 10-01-2016 to 1-17-2018

Executed contract for all clients for clients active 10-01-2016 to 1-17-2018

Listing of all billings from 10-01-2016 to 01-17-2018

Listing of all receipts from 10-01-2016 to 01-17-2018

Listing of all receivables as of 01-17-2018

Listing of all receivables as of 10-01-2016

Departmental timesheet selections to be determined

Equipment Monitoring and Disposal:

Equipment list of assets under the control of the Information Technology Department

Equipment list of all Winnebago County technological assets, if available



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Departmental and countywide technological equipment replacement policy, if any

Departmental and countywide technological equipment disposal policy, if any

Listing of disposals of technological equipment disposals performed 10-01-2016 to 01-17-2018 for all department and countywide equipment

Purchasing Ordinance Compliance:

Access to contracts and other documents upon request based on our selections

Please let me know if you have any questions at 815-319-4206 or bcrowley@wincoil.us