

AUDIT SUMMARY

Joint Committee on Legislative Management

www.cga.ct.gov/apa

Fiscal Years Ended June 30, 2020 and 2021

ABOUT THE AGENCY



The Joint Committee on Legislative Management (JCLM) is the administrative arm of the General Assembly. JCLM is responsible for the financial affairs of the General Assembly, including

the coordination and management of legislative matters and the supervision and approval of legislative expenditures from all appropriations to the General Assembly and its commissions and interim committees. It must review and approve budgetary requests of all legislative commissions, committees, and agencies, and coordinate the work of the General Assembly's standing committees. JCLM is required to assess ways and means to improve legislative operations and make improvements in legislative organization, procedures, facilities and working conditions. It is also responsible for the maintenance, supervision, and control of the State Capitol, Legislative Office Building and grounds, Connecticut's Old State House, as well as authorized capital preservation and restoration projects involving the State Capitol.

ABOUT THE AUDIT

We have audited certain operations of the Joint Committee on Legislative Management in fulfillment of our duties under Section 2-90 of the Connecticut General Statutes. The scope of our audit included, but was not necessarily limited to, the fiscal years ended June 30, 2020 and 2021. The objectives of our audit were to evaluate the:

1. Committee's internal controls over significant management and financial functions;
2. Committee's compliance with policies and procedures internal to the committee or promulgated by other state agencies, as well as certain legal provisions; and
3. Effectiveness, economy, and efficiency of certain management practices and operations, including certain financial transactions.

[Link to full report](#)

1 Finding

1 Repeat Finding

Our audit identified one finding involving an internal control deficiency and an instance of noncompliance with laws, regulations, or policies.

NOTEWORTHY FINDING



Finding

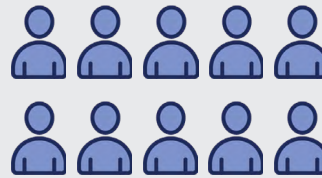
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JCLM could not locate the required forms to support ten medical leaves of absence. Although the office had medical certificates on hand, it was missing 17 Family and Medical Leave Act (FMLA) forms.



Recommendation

JCLM should strengthen internal controls to ensure that it administers medical leave in accordance with FMLA guidelines.



JCLM could not locate required FMLA forms for **ten employees**