



AUDIT SUMMARY

Office of the Probate
Court Administrator

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Fiscal Years Ended June 30, 2022 and 2023

ABOUT THE AGENCY



The Office of the Probate Court Administrator (PCA) is responsible for administering and enforcing the laws and regulations pertaining to the probate courts, and also ensuring that probate judges and clerks perform their duties. The Chief Justice of the Supreme Court appoints the Probate Court Administrator. There are 54 probate districts in Connecticut. The Probate Court Administrator can establish seven regional children's probate courts. Currently, there are six regional children's probate courts located in New Haven, Meriden, New London, Waterbury, Hartford, and Windham.

ABOUT THE AUDIT

We have audited certain operations of the Office of the Probate Court Administrator 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, 2022 and 2023. The objectives of our audit were to evaluate the:

1. Office's internal controls over significant management and financial functions;
2. Office's compliance with policies and procedures internal to the office 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.



We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

[Link to full report](#)

Total Findings

Repeat Findings

Our audit did not identify internal control deficiencies; instances of noncompliance with laws, regulations, or policies; or a need for improvement in practices and procedures that warrant management's attention.

<p>2 prior audit </p> <p>RECOMMENDATIONS</p> <p>have been resolved</p>	<p>The Office of the Probate Court Administrator should strengthen internal controls to ensure that mileage reimbursements are supported and paid at the correct rate.</p>	
	<p>The Office of the Probate Court Administrator should strengthen internal controls by documenting whether it used a vendor under a state contract for its purchasing card transactions.</p>	