



AUDIT SUMMARY

Department of Transportation

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Fiscal Years Ended June 30, 2021 and 2022

ABOUT THE AGENCY



The Department of Transportation's (DOT) mission is to provide a safe and efficient transportation network that improves the quality of life and promotes economic vitality for the state and the region.

ABOUT THE AUDIT

We have audited certain operations of the Department of Transportation 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, 2021 and 2022. The objectives of our audit were to evaluate the:

1. Department's internal controls over significant management and financial functions;
2. Department's compliance with policies and procedures internal to the department 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](#)



Findings



Repeat Findings

Our audit identified internal control deficiencies; instances of noncompliance with laws, regulations, or policies; and a need for improvement in practices and procedures that warrant management's attention.

NOTEWORTHY FINDINGS



Findings

1

Our review of 47.5 hours of non-emergency overtime, totaling \$2,288, disclosed that the Department of Transportation (DOT) did not maintain pre-approval documentation for 40.5 hours (85%), totaling \$1,971. Our review of 46.25 non-emergency hours of compensatory time revealed that DOT did not have pre-approval records for 37 hours (80%).

2

DOT paid its employees \$4,461 in snow and ice control premiums for work performed outside of November 1st through April 30th permitted by the bargaining unit agreement. Additionally, DOT did not have sufficient documentation to support premiums for snow and ice control or removal assignments for nine instances totaling \$25.50 (43%). We reviewed 21 instances, totaling \$74.80.

3

DOT operates two ferry services that charge passenger or vehicle fares. Although they use pre-numbered tickets and a receipt, a single ticket can be used for up to six passengers. The employee collecting the fare records the number of passengers on the ticket. This control is less effective because they can record less than the collected fares. The employees who collected our fares did not provide us and other passengers with receipts for either trip.

4

We reviewed one Community Connectivity Grant Program (CCGP) project and found that DOT did not adequately monitor its progress and completion. DOT did not follow up on six missing quarterly reports, track the project status, and provide the municipality with detailed closeout instructions.

5

We reviewed 13 payments to one vendor totaling \$19,427,484 under three statewide contracts. We found four invoices with eight line-item descriptions, totaling \$749,435, that did not match the price schedule in the contracts. For one invoice, we confirmed that DOT underpaid the vendor by \$25,414. For the other three invoices, we were unable to verify the actual prices against the contracts.

6

DOT could not provide us with supporting documentation for the selection of two of eight consultants reviewed.

7

DOT did not periodically remind employees to update their family member disclosure forms to report potential conflicts. We reviewed 12 employees' family member disclosure forms with potential conflicts and found that three lacked a required conclusion on whether the employees' work assignments conflicted with their family member's employment with DOT vendors over 13 months after disclosure.



Recommendations

DOT should improve its overtime and compensatory time approval processes. The department should develop a reliable recordkeeping system to document pre-approval of overtime and compensatory time.

DOT should establish policies for approval and documentation of hours supporting snow and ice premium hours paid to employees. DOT should strengthen internal controls to ensure it pays the snow and ice premium only for assignments between November 1st and April 30th in accordance with the bargaining unit agreement.

DOT should improve internal controls over cash receipts for ferry services to minimize the risk of loss.

DOT should strengthen internal controls over its monitoring of CCGP projects to ensure prompt collection of unused funds.

DOT should strengthen internal controls over the review of invoices to ensure that billings align with the item descriptions and prices in contracts.

DOT should institute procedures to retain and dispose of records in accordance with the Connecticut State Library's records retention policies.

DOT should periodically remind employees of their obligation to report potential conflicts of interest, establish effective internal controls to monitor known conflicts, and promptly address and document conclusions on all reported conflicts.