



Internal Audit Department
350 South 5th Street, Suite 302
Minneapolis, MN 55415-1316
(612) 673-2056

Audit Team on the Engagement:
Brittney Johnson, Undergraduate Student Intern
Magdy Mossaad, MBA, CIA, CMA, CFE, CPA
Yacob Tesfamariam, CIA
Autumn Wonderlich, Undergraduate Student Intern

RiskMaster Post-Implementation Review

Published by Order of the Audit Committee
on

November 13, 2013

Report # 2013-06



Date: November 13, 2013

To: Kevin Carpenter, Finance & Property Services (Finance)

Re: RiskMaster Post-Implementation Review

The Internal Audit Department (IA) conducted a review of RiskMaster Post-Implementation at Finance of the City of Minneapolis (City). This review was included in the 2013 Internal Audit Plan, and was completed in October 2013.

Background

Risk Management and Claims (RMC) is a division of the City's Finance department. RMC's old software was called "PC Comp" for Workers' Compensation claims and an Access database for general liability claims information. RiskMaster is the new software that replaced both the PC Comp and the Access database. The information stored in RiskMaster is protected with no public information releases; the information is stored in the vendor's data center. Also, the financial information stored in RiskMaster is used by the City to estimate liabilities and future reserves related to Workers' Compensation and General Liability. RiskMaster was implemented in September 2012 by the City's RMC division, Information Technology (IT) department, and the vendor, Computer Sciences Corporation (CSC).

Objectives:

To ensure data was accurately and completely transferred into the new RiskMaster system while adequate physical and logical security are in place and reports are available for management monitoring.

Scope

This review included gaining an understanding of internal controls, including current policies and procedures, through observation, inquiry, and testing related to RiskMaster system Post-Implementation. We compared data converted on September 20, 2012 from the old system (PC Comp and the Access database) to the new RiskMaster system for completeness and accuracy. We also reviewed the CSC's independent service auditor Statement on Standards for Attestation Engagements (SSAE) No. 16 for the adequacy and effectiveness of physical and logical security over CSC's facilities' data centers where RiskMaster information is stored.

Conclusion

IA is pleased to acknowledge there were no reportable findings noted during this review. IA would like to extend our appreciation to the RMC, Finance, and IT personnel who assisted and cooperated with us during this review.

Cc: Paul Aasen, City Coordinator's Office
Sandra Christensen, Finance
Otto Doll, IT
Connie Griffith, Finance
Jefferson Kendall, IT
Ellen Velasco-Thompson, Finance

Abbreviations Used Throughout the Report	
City	The City of Minneapolis
CSC	Computer Sciences Corporation
Finance	Finance and Property Services
IA	Internal Audit Department
IT	Information Technology
RMC	Risk Management and Claims
SSAE 16	Statement on Standards for Attestation Engagements (SSAE) No. 16 Issued by the American Institute of Certified Public Accountants