

**04-27 - Employee Utilization for Special Events  
Risk Analysis Work Sheet**

<b>Risk</b>	<b>Control</b>	<b>Control In Place</b>	<b>Risk Assessment</b>	<b>Objective</b>
Costs related to special events were not properly tracked to ensure accuracy.	Some departments have work order systems; however, none interface with the general ledger.	No	High	
Sufficient information is provided to all effected departments in a timely manner to ensure efficiency / effectiveness of operations.	There is a central area within Public Works that has a distribution list identifying all departments and key personnel. However, the list includes all personnel, not a primary contact.	Yes / No; a system is in place; however its practices need some enhancing.	Medium	
Employee use does not comply with personnel policies and procedures.	Most departments indicated they used the advanced request for authorization of overtime form.	Yes / No	Medium	