



**Date:** April 17, 2018  
**To:** City of Santa Monica Audit Subcommittee  
**From:** Mark Steranka  
**Subject:** Internal Audit Status Report November 16, 2017 through April 15, 2018

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**MEMORANDUM**

**Accounts Receivable Review**

- **Schedule:** completed
- **Activities for This Period:** Present final report to the Audit Subcommittee.
- **Activities for Next Period:** none
- **Issues:** none

**Compensation Review**

- **Schedule:** completed
- **Activities for This Period:** Present final report to the Audit Subcommittee.
- **Activities for Next Period:** Present final report to the City Council.
- **Issues:** none

**Policies and Procedures Validation:**

- **Schedule:** ongoing
- **Activities for This Period:** Reviewed materials provided by City and validated findings.
- **Activities for Next Period:** Review materials provided by City and validate findings.
- **Issues:** none

**Supervisor Training:**

- **Schedule:** completed
- **Activities for This Period:** Recorded webinar (<https://youtu.be/-4fhFUcRUaI>).
- **Activities for Next Period:** none
- **Issues:** none

**P-Card Internal Controls Testing**

- **Schedule:** April through June 2018
- **Activities for This Period:** Initiated project.
- **Activities for Next Period:** Perform document review and field work.
- **Issues:** none

#### Fleet Efficiency Study

- Schedule: completed
- Activities for This Period: Delivered report to the City.
- Activities for Next Period: Finalize review with the City and present final report to the Audit Subcommittee.
- Issues: none

#### Big Blue Buss Overtime Study

- Schedule: March through May 2018
- Activities for This Period: Initiated project and reviewed documents.
- Activities for Next Period: Perform field work.
- Issues: none