



Date: August 30, 2016  
To: City of Santa Monica Audit Subcommittee  
From: Mark Steranka  
Subject: Internal Audit Status Report April 1, 2016 through August 30, 2016

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#### Ambulance Billing Review:

- Schedule: November 1, 2015 through September 30, 2016.
- Activities for This Period: Analyzed test results, identified exceptions, worked with staff to address exceptions, and developed preliminary findings and recommendations.
- Activities for Next Period: Finalize findings and recommendations and prepare draft and final reports.
- Issues: none

#### Benefits Billing and Reconciliation Review:

- Schedule: January 1, 2016 through September 30, 2016.
- Activities for This Period: Performed reconciliation, identified exceptions, worked with staff to address exceptions, and developed preliminary findings and recommendations.
- Activities for Next Period: Finalize findings and recommendations and prepare draft and final reports.
- Issues: none

#### Cash Handling Review

- Schedule: July 1, 2016 through October 15, 2016.
- Activities for This Period: Performed project planning, reviewed relevant documents, and initiated onsite cash audits.
- Activities for Next Period: Complete onsite cash audits, develop findings and recommendations based on best practices, and prepare draft and final reports.
- Issues: none

#### Enterprise Risk Assessment:

- Schedule: August 1, 2016 through October 30, 2016.
- Activities for This Period: Performed project planning.
- Activities for Next Period: Schedule and conduct interviews, review documents, evaluate risks, and prepare draft and final reports.
- Issues: none



Policies and Procedures Validation:

- Schedule: August 1, 2016 through October 15, 2016.
- Activities for This Period: Reviewed Finance Department Policies and Procedures Inventory.
- Activities for Next Period: Compare inventory to internal controls findings, select policies and procedures, review policies and procedures for findings validation, and report results.
- Issues: none

Supervisor Training:

- Schedule: September 1, 2016 through September 30, 2016.
- Activities for This Period: Scheduled supervisor training.
- Activities for Next Period: Prepare training materials and deliver training.
- Issues: none