



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

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**MEMORANDUM**

#### Accounts Receivable Review

- **Schedule:** June 1, 2017 through November 30, 2017
- **Activities for This Period:** Performed document review and developed and administered survey.
- **Activities for Next Period:** Conduct interviews, perform analysis, and prepare report.
- **Issues:** none

#### Compensation Review

- **Schedule:** July 1, 2017 through January 31, 2018
- **Activities for This Period:** Performed data gathering, performed peer benchmarking, and initiated data analysis.
- **Activities for Next Period:** Complete data analysis and prepare preliminary findings.
- **Issues:** none

#### Policies and Procedures Validation:

- **Schedule:** August 1, 2016 through June 30, 2018
- **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:** September 1, 2016 through November 15, 2017
- **Activities for This Period:** Updated training materials.
- **Activities for Next Period:** Record a webinar for broad dissemination.
- **Issues:** none

#### P-Card Internal Controls Testing

- **Schedule:** November 15, 2017 through February 28, 2018
- **Activities for This Period:** none
- **Activities for Next Period:** Schedule kickoff meeting.
- **Issues:** none

#### Fleet Efficiency Study

- Schedule: November 15, 2017 through February 28, 2018
- Activities for This Period: Conducted initial scoping call.
- Activities for Next Period: Schedule kickoff meeting for November.
- Issues: none

#### Big Blue Buss Overtime Study

- Schedule: January 1, 2018 through March 31, 2018
- Activities for This Period: Conducted initial scoping call.
- Activities for Next Period: Schedule kickoff meeting for January.
- Issues: none