



Date: April 19, 2016
To: City of Santa Monica Audit Committee
From: Mark Steranka
Subject: Internal Audit Status Report January 1, 2016 through March 31, 2016

Bank Reconciliation Support:

- Schedule: June 1, 2015 through March 31, 2015.
- Activities for This Period: Facilitated a meeting with the Finance Department and Treasurer's Office to explore alternatives for addressing investment and cash account reconciliations.
- Activities for Next Period: None anticipated.
- Issues: none

External Audit Preparation Support:

- Schedule: July 1, 2015 through March 31, 2016.
- Activities for This Period: Helped the City determine how to respond to a Single Audit finding.
- Activities for Next Period: None anticipated.
- Issues: none

Ambulance Billing Review:

- Schedule: November 1, 2015 through April 30, 2016.
- Activities for This Period: Reviewed relevant documents, conducted onsite interviews and walkthroughs, and performed sampling.
- Activities for Next Period: Analyze sample data and develop preliminary findings.
- Issues: none

Benefits Billing and Reconciliation Review:

- Schedule: January 1, 2016 through April 30, 2016.
- Activities for This Period: Performed engagement planning, conducted kickoff meeting, conducted onsite interviews and walkthroughs, submitted initial document request, and reviewed relevant documents.
- Activities for Next Period: Analyze data and test reconciliations.
- Issues: none



Ongoing Internal Audit Services

- Schedule: July 1, 2015 through June 30, 2016.
- Activities for This Period: Performed overall internal audit program management. Provided status report at January 19th Audit Committee meeting. Provided information in support of the City's efforts to establish an ethics hotline.
- Activities for Next Period: Continue to manage internal audit program. Attend the April 19th Audit Committee meeting.
- Issues: none