



Date: August 23, 2017

MEMORANDUM

To: City of Santa Monica Audit Subcommittee

From: Mark Steranka

Subject: Internal Audit Status Report January 16, 2017 through August 15, 2017

Parking Contract Process Review

- Schedule: January 1, 2017 through July 31, 2017
- Activities for This Period: Submitted final report.
- Activities for Next Period: none
- Issues: none

Accounts Receivable Review

- Schedule: June 1, 2017 through October 15, 2017
- Activities for This Period: Conducted kickoff meeting and initiated document review.
- Activities for Next Period: Develop and administer survey, perform analysis, and prepare report.
- Issues: none

Compensation Review

- Schedule: July 1, 2017 through January 31, 2018
- Activities for This Period: Initiated data gathering.
- Activities for Next Period: Perform peer benchmarking, 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 October 15, 2017
- Activities for This Period: Prepared training materials and delivered training.
- Activities for Next Period: Record a webinar to achieve broader coverage.
- Issues: none