



Date: December 17, 2015
To: City of Santa Monica Audit Committee
From: Mark Steranka
Subject: Internal Audit Status Report June 1, 2015 through November 30, 2015

Bank Reconciliation Support:

- Schedule Status: June 1, 2015 through December 31, 2015.
- Activities for This Period: Met with representatives of Finance Department and Treasurer's Office to understand current processes. Identified opportunities for improvement.
- Activities for Next Period: Schedule meeting with Finance Department and Treasurer's Office to explore alternatives.
- Issues: none

External Audit Preparation Support:

- Schedule Status: July 1, 2015 through September 30, 2015.
- Activities for This Period: Met with representatives of Finance Department to understand current processes. Provided input on external audit expectations, steps, and timing.
- Activities for Next Period: None anticipated.
- Issues: none

Ambulance Contract Audit:

- Schedule Status: November 1, 2015 through February 29, 2016.
- Activities for This Period: Performed engagement planning, conducted kickoff meeting, and submitted initial document request.
- Activities for Next Period: Review relevant documents and conduct onsite interviews and walkthroughs.
- Issues: none

Ongoing Internal Audit Services

- Schedule Status: July 1, 2015 through June 30, 2016.
- Activities for This Period: Attended first Audit Committee meeting and provided internal controls training. Reviewed Audit Committee resolution.
- Activities for Next Period: Attend second meeting of Audit Committee.
- Issues: none