



Date: November 21, 2017
To: City of Santa Monica Audit Subcommittee
From: Mark Steranka
Subject: Internal Audit Status Report October 16, 2017 through November 15, 2017

MEMORANDUM

Accounts Receivable Review

- Schedule: June 1, 2017 through November 30, 2017
- Activities for This Period: Reviewed survey results, conducted interviews, and performed initial analysis.
- Activities for Next Period: Complete analysis and prepare draft report.
- Issues: none

Compensation Review

- Schedule: July 1, 2017 through January 31, 2018
- Activities for This Period: Completed data gathering and peer benchmarking, performed data analysis, and prepared preliminary findings.
- Activities for Next Period: Complete analysis, develop recommendations, and prepare draft report.
- 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 December 15, 2017
- Activities for This Period: Updated training materials.
- Activities for Next Period: Review materials with City and 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: none**
- **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: none**
- **Activities for Next Period: Schedule kickoff meeting for January.**
- **Issues: none**