



Date: October 18, 2016
To: City of Santa Monica Audit Subcommittee
From: Mark Steranka
Subject: Internal Audit Status Report September 1, 2016 through October 15, 2016

Ambulance Billing Review:

- Schedule: November 1, 2015 through October 15, 2016.
- Activities for This Period: Finalized findings and recommendations and prepared draft and final reports.
- Activities for Next Period: none
- Issues: none

Benefits Billing and Reconciliation Review:

- Schedule: January 1, 2016 through October 30, 2016.
- Activities for This Period: Prepared draft findings and recommendations.
- Activities for Next Period: Review findings and recommendations with City and prepare draft and final reports.
- Issues: none

Cash Handling Review

- Schedule: July 1, 2016 through November 30, 2016.
- Activities for This Period: Completed onsite cash audits and provided briefings to key departmental management.
- Activities for Next Period: Prepare draft and final reports.
- Issues: none

Enterprise Risk Assessment:

- Schedule: August 1, 2016 through November 30, 2016.
- Activities for This Period: Scheduled and conducted interviews and requested and reviewed documents.
- Activities for Next Period: Conduct remaining interviews, review additional documents, evaluate risks, and prepare draft and final reports.
- Issues: none



Policies and Procedures Validation:

- Schedule: August 1, 2016 through October 15, 2016.
- Activities for This Period: Compared policies and procedures to internal controls findings, determined which findings could be validated as addressed, and prepared a summary.
- Activities for Next Period: Continue to monitor policies and procedures to validate additional findings when they have been addressed.
- Issues: none

Supervisor Training:

- Schedule: September 1, 2016 through September 30, 2016.
- Activities for This Period: Prepared training materials and delivered training.
- Activities for Next Period: Possibly conduct a webinar to achieve broader coverage.
- Issues: none