



Date: August 21, 2018

MEMORANDUM

To: City of Santa Monica Audit Subcommittee

From: Mark Steranka

Subject: Internal Audit Status Report April 16, 2018 through August 15, 2018

P-Card Internal Controls Testing

- Schedule: completed
- Activities for This Period: Present final report to the Audit Subcommittee.
- Activities for Next Period: none
- Issues: none

Fleet Efficiency Study

- Schedule: completed
- Activities for This Period: Present final report to the Audit Subcommittee.
- Activities for Next Period: none
- Issues: none

Big Blue Bus Overtime Study

- Schedule: May through August 2018
- Activities for This Period: Submitted draft report for City review.
- Activities for Next Period: Finalize report and present to the Audit Subcommittee.
- Issues: none

Print Shop Efficiency Study

- Schedule: September through November 2018
- Activities for This Period: none
- Activities for Next Period: Conduct kickoff meeting, field work, and analysis.
- Issues: none

Fire Administration Operations Review

- Schedule: September through October 2018
- Activities for This Period: none
- Activities for Next Period: Conduct kickoff meeting, field work, and analysis.
- Issues: none

Policies and Procedures Validation:

- Schedule: ongoing
- Activities for This Period: none
- Activities for Next Period: Review any materials provided by the City necessary to validate findings.
- Issues: none