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City of Santa Monica
Policy Validation

Control Objectives	Relevant Recommendation or Management Response Excerpt	Status
A. Payroll	A2. Document the process and procedures for ensuring the application of appropriate pay rates, including the use of queries.	Validated
B. Purchasing and Accounts Payable	B3. Roles and responsibilities are defined within the purchasing card manual for reviewing transactions for accuracy and appropriateness.	Validated
B. Purchasing and Accounts Payable	B5. Purchasing Card Violation Program	Validated
B. Purchasing and Accounts Payable	B8. This new form will be added to the Accounts Payable policy, which is currently being updated.	Validated
C. Monthly Account Reconciliation and Closing	C1. Update the documented process for performing the monthly bank reconciliation based on any process change.	Validated
D. Grants Management	D1. Adopt Grants Administrative Instruction	Pending Final Review
D. Grants Management	D2. Develop written procedures in accordance with new Uniform Grant Guidance that address key compliance requirements that are applicable to the City.	Pending Final Review
E. Revenue and Cash Collections	E1. The Finance Department, ISD, and BBB should finalize and disseminate their intradepartmental Policies and Procedures for Counting Room Access.	Validated
E. Revenue and Cash Collections	E7. Incorporate process into Counting Room procedures for Counting Room staff to report inoperable equipment, including how to escalate issues to Department of Finance management if not promptly resolved.	Validated
E. Revenue and Cash Collections	E12. The Fire Department should perform reconciliations between the reports it receives from AmeriCare on a monthly basis and its own records.	Validated
F. Account Receivable	F1. The Billing and Collections unit will complete standard policies and procedures during the next year.	Draft
F. Account Receivable	F2. Update citywide billing and collections policy	Draft

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Legend:
Validated: Verified documented policy, procedure, or Administrative Instruction addresses internal controls finding or element of finding.
Pending Final Review: Documented policy, procedure, or Administrative Instruction is pending final review by the City Attorney's Office and/or City Manager's Office.
Draft: Documented policy, procedure, or Administrative Instruction is in draft form.