



April 3, 2025

To: City of Santa Fe Audit Committee  
 From: Moss Adams LLP  
 Subject: Internal Audit Status Report January 16 through March 31, 2025

INTERNAL AUDIT PROJECTS	FOLLOW-UP ON PREVIOUS AUDITS	PROCUREMENT OPERATIONAL REVIEW	MONTH AND YEAR-END CLOSE INTERNAL CONTROLS REVIEW	POLICIES & PROCEDURES	FRAUD, WASTE, AND ABUSE (FWA) TRAINING/REVIEW
<b>Schedule</b>	October 2024-February 2025	November 2024-April 2025	January-May 2025	January-June 2025	February-May 2025
<b>Activities for This Period</b>	Received documents, finished assessment, and drafted report	Completed testing and analysis, prepared preliminary observations and reviewed with management	Kicked off project, requested documents, and conducted interviews	Conducted interview and drafted Vendor Management P&P	Kicked off project, requested documents, conducted interviews, and developed preliminary observations
<b>Activities for Next Period</b>	Review draft report with City stakeholders and finalize report.	Draft and review report with City stakeholders, finalize report.	Complete testing and analysis, prepare preliminary observations, draft and review report with management, finalize report.	City stakeholders to review Vendor Management P&P and finalize P&P. Discuss with City staff potential additional P&Ps to assist the City with.	Review preliminary observations with City stakeholders and discuss City's preferred next steps for training/review.
<b>Issues</b>	Delays with obtaining requested documents	None	None	None	None