



May 22, 2025

To: City of Santa Fe Audit Committee
 From: Moss Adams LLP
 Subject: Internal Audit Status Report April 1 through May 15, 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
Schedule	October 2024-May 2025	November 2024-May 2025	January-June 2025	January-June 2025	February-June 2025
Activities for This Period	Reviewed draft report with City stakeholders in April and finalized report.	Prepared draft report, reviewed draft report with City stakeholders, and finalized report.	Sent testing requests and have completed testing for support received to date (April).	Drafted Vendor Management P&P and provided to management to review in April.	Reviewed preliminary observations with City stakeholders and discussed recommendations in March/April.
Activities for Next Period	None	None	Complete testing and analysis, prepare preliminary observations, draft and review report with management, finalize report.	Discuss with City staff potential additional P&Ps to assist the City with drafting.	City stakeholders to decide next course of action.
Issues	Delays with obtaining requested documents	None	Delays with obtaining requested documents	None	None



Internal Audit Projects FY 26

- 1. Grants Management Operational Review:** Assess the City's grants management function to identify opportunities for improvement (16 weeks, \$50,000)
- 2. Cash Balances Internal Audit:** Assess the City's internal controls over cash, handling, management and reporting (12-16 weeks, \$40,000)
- 3. Risk Management Operational Review:** Assess the City's risk management functions, including reviewing staffing, structure, and processes (16 weeks, \$35,000)
- 4. Recruitment Process Review:** Review and evaluate the efficiency and effectiveness of the recruitment lifecycle and process to identify opportunities for improvement (12-16 weeks, \$35,000)