

Project #	Project Name	Dept.	Report Date	Ref. #	Short Recommendation	Target Date	Management Status Assertion (1)	Audit Verification (2)
AU20-022	NHSD Under One Roof	NHSD	4/5/2021	A	Adjust programs restrictive covenants and adjust.	3/26/2021	Complete	Verification Delayed
				B	Effectively manage user access to systems and share drives.	1/6/2021	Complete	Verification Delayed
AU19-C01	CCDO Centro San Antonio Contract	CCDO	4/5/2021	B	Establish controls over equipment management.	3/31/2021	Complete	Verified w/o exception
				C	Improve subcontractor expense review process.	5/31/2021	Complete	Verified w/o exception
				D	Perform reconciliations between the CTAX property accounts and the SAP PID fund.	11/30/2021	On Schedule	On Schedule
AU19-F04	City Attny's Off Outside Legal Counsel Billings	Attorney	4/5/2021	A	Update detailed guidelines for allowable expenses to reflect current practices. Explore feasibility of automating billing process.	3/30/21 9/30/21	On Schedule	On Schedule
				B	Update detailed guidelines for case monitoring to reflect current practices.	3/30/2021	Complete	Verified with exception
AU20-004	Aviation Facilities Maintenance	Aviation	5/27/2021	B	Update policies and procedures to maintenance processes and fully transition to NetFacilities software.	10/1/2021	On Schedule	Complete Follow-up Audit Scheduled
				C	Improve controls over physical parts inventory and document.	8/15/2021	Complete	
				D	Maintain vendor repair quotes on file.	4/15/2021	Complete	
				E	Monitor staff professional licenses.	1/16/2021	Complete	
				F	Establish periodic user access review for the NetFacilities system.	3/30/2021	Complete	
AU20-007	City Clerk Vital Records	City Clerk	7/9/2021	A.1	Ensure amended birth records are marked properly on both electronic and hard copies.	9/30/2021	Complete	Verified w/o exception
				A.2	Ensure birth records for deceased individuals are marked properly.	7/31/2021	Complete	Verified w/o exception
				B	Update mainframe system password requirements.	9/30/2021	Complete	Verified w/o exception
				C	Update City Clerk's Business Continuity Plan.	1/31/2022	Complete	Verified w/o exception
AU20-031	Risk Safety Programs	Risk	7/9/2021	A	Ensure property listing used for safety inspections is accurate and current.	4/1/2021	Complete	Verified w/o exception
				B	Increase identification and training for personnel meeting high risk criteria.	8/30/2021	Complete	Verified w/o exception
				C	Implement controls for monitoring departmental adherence to safety guidelines.	10/1/2021	Complete	Verified with exception
AU21-F03	Parks Pool Inspections Follow-up	Parks	7/9/2021	E	Ensure sufficient trainings are conducted and completed timely by certified personnel in order to meet internal and state required guidelines.	6/30/2021	Complete	Verified w/o exception

AU21-012	EDD Economic Incentive Monitoring	EDD	9/24/2021	A	Update the Monitoring & Compliance SOP to include detailed tax abatement procedures	12/31/2021	On Schedule	On Schedule
				B	Investigate the feasibility of implementing a system to automate the Incentive Reporting Form	12/31/2021	Behind	On Schedule
AU20-006	CCDO Riverwalk Leases	CCDO	9/24/2021	B1	Establishes procedures that require periodic review of lease summary accuracy with current lease agreements.	12/31/2021	Complete	Verified w/o exception
				B2	Establish procedures to ensure staff performs periodic site visits, and documentation is retained.	12/31/2021	Behind	Verification Delayed
				C	establishes a process to assess and bill tenants for applicable late fees outlined in the lease agreements.	12/31/2021	Behind	On Schedule
AU20-012	Finance Accounts Payable	Finance	9/29/2021	A	Reassess processes to ensure early payment discounts are taken when available.	3/31/2022	Complete	Verified w/o exception

Note (1) For Management Status Assertion, options are:

**Complete** - Action plan to address audit recommendation is complete and implemented.

**On-Schedule** - Action plan to address audit recommendation is on schedule to be completed by target date.

**Behind** - Action plan is not on schedule to be completed by target date or has missed target date.

Note (2) For Audit Verification options are:

**Verified w/o exception** - Audit has tested the updated process and verified it is implemented and working as intended.

**Verified with exception** - Audit has tested the updated process and has determined implementation is not complete or working as intended.

**On Schedule** - Audit has verification planned when action plan is completed.

**Verification Delayed** - Audit verification is delayed due to delay in action plan implementation or due to scheduling conflicts.