

April 15, 2024

To: City of Cupertino Audit Committee
 From: Moss Adams LLP
 Subject: Internal Audit Status Report January 15, 2024 through April 15, 2024

FY22-23 INTERNAL AUDIT PROGRAM	ENTERPRISE RISK ASSESSMENT	CITYWIDE POLICY REVIEW	ONGOING INTERNAL AUDIT SERVICES
Objective	To identify, analyze, and measure the City's overarching areas of risk by the level of inherent vulnerability, the level of preparedness to mitigate them, and the impact such negative events could have on the City should they occur. This assessment serves as management's and the internal auditor's basis for determining possible actions for managing and mitigating uncertainty, both on an inherent and a residual basis, and informs the three-year internal audit work program.	Inventory City policies in each department, identify gaps, and review policies for opportunities for update and alignment with best practice. Provide a prioritized implementation plan for policy update.	Manage the annual internal audit program.
Schedule	December 2023 through May 2024	September 2023 through June 2024	July 2023 through June 2024
Activities for This Period	<ul style="list-style-type: none"> Collected and reviewed data and documents from the City Scheduled and conducted interviews with City staff and Council Administered an all-staff survey Drafted and finalized preliminary risk ratings and observations and reviewed them with management 	Collected and inventoried policies for the following departments/function: <ul style="list-style-type: none"> Council and Commission Parks and Recreation Information Technology. Administrative Services City Manager's Office Public Works Provided initial feedback to the departments/functions listed above based on the policies that have been received.	Met biweekly with City staff, monitored FWA hotline, and provided assistance at the City's request.
Activities for Next Period	<ul style="list-style-type: none"> Review additional data and documents from the City Analyze survey results Draft the final report and review it with management Finalize and present the final report 	<ul style="list-style-type: none"> Incorporate feedback from departments/functions into policy review. Draft final report and review it with management Finalize and present the final report 	Continue to monitor FWA hotline and provide ongoing support to City.
Issues	None	None	None

FRAUD, WASTE, AND ABUSE HOTLINE STATISTICS: QUARTERLY				
Complaint Type	Complaints Received This Quarter	Under Review	Referred to Appropriate City Official(s)	Closed
Compliance & Ethics	6	3	6	3
Fraud	0	0	0	0
Employment Matters	0	0	0	0

HOTLINE STATISTICS: LIFETIME (OCTOBER 2022-PRESENT)	
Total Reports	18
Reports Closed	15
Reports Open	3