Reports and Memos Issued During the Second Quarter of Fiscal Year 2022 – 2023:

- Fleet Services Inventory Controls Review – Identified and evaluated controls over inventory management.

- Controls over Personal Identifying Information (PII) Summary – Evaluated common weaknesses and strengths documented in the Controls over PII Reviews and communicated with departments and divisions to ascertain whether control weaknesses were improved upon and control strengths remained in place to mitigate risks surrounding sensitive PII.


Copies of all Internal Audit reports can be found on the City’s website (https://www.cityofws.org/208/Internal-Audit).

Selected Findings/Observations for City Council Consideration:

- Fleet Services Inventory Controls Review – Internal Audit found inventory management policies and procedures on segregation of duties and physical inventory counts to be insufficient.

Status of Projects in Progress:

- Employee Compensation Compliance Audit – Control review completed. Compliance testing of adherence to the personnel resolution and City administrative policies has been paused due to a delay in receiving necessary data. Audit completion date is unknown at this time.

- Parking Cash Receipts Compliance Audit Follow-up – Fieldwork completed. Report is being reviewed by Internal Audit Management. Follow-up is expected to be completed in February 2023.

- Community Development Department Purchasing Practices Audit – Planning stage completed. Internal Audit staff is examining purchasing card, purchaser order, and request for check transactions for compliance with City administrative policies. Audit is expected to be completed in March 2023.