

Accounts Payable Audit Recommendation Follow-Up

ARC	State	ISS	CN	Title	Prepared By	Prepared Date	Reviewed By	Reviewed Date	Edited By	Edited Date
AS2.a	Reviewed	0	2	Budget and Timeline for AP Follow Up	RS	12/18/2013	NH	1/27/2014	RS	12/18/2013
AS2.b	Reviewed	0	0	Fall/Winter Schedule 2013 as of October 2, 2013	PL	10/7/2013	NH	11/20/2013	PL	10/9/2013
AS3.a	Reviewed	0	1	Screen print of email	RS	12/11/2013	PAA	12/18/2013	PL	12/6/2013
AS3.b	Reviewed	0	0	Pages 19 and 29 of audit report	RS	11/21/2013	PAA	12/18/2013	NH	11/20/2013
AS3.c	Reviewed	0	1	AI 1304	RS	11/21/2013	PAA	12/18/2013	NH	11/20/2013
AS3.d	Reviewed	0	1	Admin's response to follow up info request 10312013	RS	12/2/2013	PAA	12/18/2013	RS	12/2/2013
AS3.e	Reviewed	0	0	Supporting documentation for AS3.d	RS	12/2/2013	PAA	12/18/2013	RS	12/2/2013
AS3.f	Reviewed	0	1	Draft report transmittal letter to Admin 12022013	RS	12/3/2013	PAA	12/18/2013		
AS3.g	Reviewed	0	0	Receipt of documents to City Admin 12022013	RS	12/3/2013	PAA	12/18/2013	RS	12/3/2013
AS3.h	Reviewed	0	0	Receipt of documents to Controller 12022013	RS	12/3/2013	PAA	12/18/2013		
AS3.i	Reviewed	0	0	Admin's response to draft report 12092013	RS	12/9/2013	PAA	12/18/2013		
AS4.a	Reviewed	0	1	Notes of a meeting with Administration and City	RS	12/11/2013	PAA	12/18/2013	RS	12/10/2013
AS4.b	Reviewed	0	0	PA phone conversation with Irene de Jong 12022013	RS	12/9/2013	PAA	12/18/2013	RS	12/9/2013
AS4.c	Reviewed	0	1	CORRUPT FILE - SEE AS4.d INSTEAD - PA phone conversation with Pat Lee 12022013	RS	12/11/2013	PAA	12/18/2013	RS	12/10/2013
AS4.d	Reviewed	0	0	PA phone conversation with Pat Lee 12022013	RS	1/28/2014	NH	3/12/2014		
AS5.a	Reviewed	0	0	Notes of relay of project from M. Nuni to P.	PL	10/7/2013	NH	11/20/2013	PL	10/1/2013

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AS5.b	Reviewed	0	0	Internal meeting 12022013	RS	12/11/2013	PAA	12/18/2013	RS	12/11/2013
AS5.c	Reviewed	0	0	Internal meeting(s) w/ Philip Lim	RS	12/11/2013	PAA	12/18/2013		
AS5.d	Reviewed	0	0	Internal meeting 12032013	RS	12/11/2013	PAA	12/18/2013	RS	12/11/2013
AS5.e	Reviewed	0	0	Internal meeting 12102013	RS	12/11/2013	PAA	12/18/2013		
AS6.a	Reviewed	0	0	FINAL Report 12/19/13	RS	1/28/2014	NH	5/5/2014	RS	1/28/2014
AS6.b	Reviewed	0	0	FINAL Report with CAO Response for Website	RS	9/15/2014	PAA	9/15/2014	PAA	9/15/2014
A.1.PRG	Reviewed	0	0	Qualifications & Independence	RS	2/4/2014	PAA	9/15/2014	PAA	9/15/2014
A.1.1	Reviewed	0	0	Independence statement for Rose Sutton	RS	11/21/2013	PAA	11/25/2013		
A.1.2	Reviewed	0	0	Assignment form for PA, PL, RS and MP	RS	11/21/2013	PAA	11/25/2013		
A.1.3	Reviewed	0	0	Independence statement for Marti Paschal	RS	11/21/2013	PAA	11/25/2013		
A.1.4	Reviewed	0	0	Independence statement for Paige Alderete	RS	11/21/2013	PAA	11/25/2013		
A.1.5	Reviewed	0	0	Independence statement for Philip Lim	RS	11/21/2013	PAA	11/25/2013		
A.1.6	Reviewed	0	0	Nonaudit assignment form	RS	12/3/2013	PAA	12/18/2013	RS	12/3/2013
A.1.7	Reviewed	0	0	Independence statement for Nori Hirasuna	RS	2/4/2014	NH	3/12/2014		
A.2.PRG	Reviewed	0	7	Reporting	RS	1/28/2014	PAA	9/15/2014	PAA	9/15/2014
A.2.1	Reviewed	0	0	Draft report3	RS	11/21/2013	PAA	11/25/2013	PL	10/24/2013
A.2.2	Reviewed	0	7	IRR performed by Marti and PA draft edits 102513	RS	11/21/2013	PAA	12/18/2013	MP	11/19/2013
A.2.3	Reviewed	0	0	Draft Report w PA edits 103113	RS	11/21/2013	PAA	11/25/2013	PL	11/6/2013
A.2.4	Reviewed	0	0	Draft report with PA and CR edits - November, 2013	RS	11/21/2013	PAA	11/25/2013		
A.2.5	Reviewed	0	0	Draft Report w PA edits 103113 (1)	RS	12/11/2013	PAA	12/18/2013		
A.2.6	Reviewed	0	0	Draft report w/ PA edits 102513 (1)	RS	12/11/2013	PAA	12/18/2013	RS	12/11/2013
A.2.7	Reviewed	0	0	Draft Report w PA 10312013 (2)	RS	12/11/2013	PAA	12/18/2013		
A.2.8	Reviewed	0	0	Draft Report w PA 10252013 (2)	RS	12/11/2013	PAA	12/18/2013	RS	12/11/2013

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A.2.9	Reviewed	0	1	DO NO USE - CORRUPT FILE Draft Report w PA & CR edits 112613	RS	12/18/2013	PAA	12/18/2013		
A.2.10	Reviewed	0	0	Draft Report w PA edits 112713	RS	12/11/2013	PAA	12/18/2013		
A.2.11	Reviewed	0	0	Draft Report w PA edits 112713 w track changes	RS	12/11/2013	PAA	12/18/2013	RS	12/11/2013
A.2.12	Reviewed	0	0	Draft report with PA edits 12022013 (1)	RS	12/11/2013	PAA	12/18/2013		
A.2.13	Reviewed	0	0	Draft report with PA edits 12022013 (2)	RS	12/11/2013	PAA	12/18/2013		
A.2.14	Reviewed	0	0	Draft report with CR edits 12022013	RS	12/11/2013	PAA	12/18/2013		
A.2.15	Reviewed	0	0	Transmittal Letter Draft 120213	RS	12/11/2013	PAA	12/18/2013		
A.2.16	Reviewed	0	0	Transmittal 120213	RS	12/11/2013	PAA	12/18/2013		
A.2.17	Reviewed	0	0	FINAL DRAFT report 12022013	RS	12/11/2013	PAA	12/18/2013		
A.2.18	Reviewed	0	0	Delivery confirmation to Council Members, City Administrator and Assistant City Administrator and Mayor Quan	RS	1/28/2014	NH	3/12/2014		
A.3.PRG	Reviewed	0	1	Wrap-Up	RS	6/13/2014	PAA	9/15/2014	PAA	9/15/2014
A.3.1	Reviewed	0	2	Do not use, replaced by w/p ref. C.1.5 - copy of check for AP audit	RS	12/11/2013	PAA	12/18/2013	PL	10/1/2013
A.3.2	Reviewed	0	0	RS's Account Payable Post Audit Lessons Learned 5-13-14	RS	6/13/2014	PAA	9/15/2014	RS	6/13/2014
B.1.PRG	Reviewed	0	2	Survey	RS	12/18/2013	PAA	12/18/2013	PAA	12/18/2013
B.1.1	Reviewed	0	0	Draft of Accounts Payable Follow Up Letter - 070813	PL	10/7/2013	NH	11/20/2013	PL	10/1/2013
B.1.2	Reviewed	0	0	Draft of Accounts Payable Follow Up Letter - FINAL	PL	10/7/2013	NH	11/20/2013	PL	10/1/2013
B.1.3	Reviewed	0	0	Draft of AP Follow Up Initial Letter - 7.8.13	PL	10/9/2013	NH	11/20/2013	PL	10/9/2013
B.1.4	Reviewed	0	0	AP Follow Up Initial Letter 7.9.13	PL	10/9/2013	NH	11/20/2013	PL	10/9/2013
B.1.5	Reviewed	0	0	Receipt of Documents to Follow Up Letter	PL	10/9/2013	NH	11/20/2013	PL	10/9/2013

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B.1.6	Reviewed	0	0	AP housed under Controller's Office	RS	12/11/2013	PAA	12/18/2013	RS	12/11/2013
C.1.PRG	Reviewed	0	8	Recommendation Follow-Up Recs 1-7	RS	12/18/2013	PAA	12/18/2013	RS	12/18/2013
C.1.1	Reviewed	0	0	Administrative Instruction 1304	PL	10/7/2013	PAA	12/18/2013	RS	12/10/2013
C.1.2	Reviewed	0	3	DO NOT USE - See C.1.30 - Accounts Payable Recommendation Follow Up	RS	12/11/2013	PAA	12/18/2013	RS	12/11/2013
C.1.3	Reviewed	0	10	DO NOT USE - See C.1.30 - Accounts payable audit implementation analysis	RS	12/11/2013	PAA	12/18/2013	RS	12/10/2013
C.1.4	Reviewed	0	1	Accounts Payable Processing Standards	RS	12/11/2013	PAA	12/18/2013	RS	12/10/2013
C.1.5	Reviewed	0	0	copy of check for AP Audit	PL	10/7/2013	PAA	12/18/2013	PL	12/9/2013
C.1.6	Reviewed	0	0	Final issued audit report for Accounts Payable Duplicative Payments and Other Reportable Matters	PL	10/7/2013	PAA	12/18/2013	RS	12/10/2013
C.1.7	Reviewed	0	0	Screen print of emails which includes one sent from A. To on 1/4/2013	PL	10/7/2013	NH	11/20/2013	PL	10/7/2013
C.1.8	Reviewed	0	0	Draft of AI 1304	PL	10/7/2013	NH	11/20/2013	PL	10/7/2013
C.1.9	Reviewed	0	0	Do not use - this is Administrative Instruction 1304, which is also w/p ref. C.1.1	RS	12/11/2013	PAA	12/18/2013	PL	10/4/2013
C.1.10	Reviewed	0	3	Not used - Replaced w/ C.1.30	RS	12/11/2013	PAA	12/18/2013	RS	12/10/2013
C.1.11	Reviewed	0	4	Not used - Replaced w/ C.1.30	RS	12/10/2013	PAA	12/18/2013	RS	12/10/2013
C.1.12	Reviewed	0	1	Not used - Replaced w/ C.1.30	RS	12/10/2013	PAA	12/18/2013	RS	12/10/2013
C.1.13	Reviewed	0	2	Not used - Replaced w/ C.1.30	RS	12/11/2013	PAA	12/18/2013	RS	12/10/2013
C.1.14	Reviewed	0	3	Not used - Replaced w/ C.1.30	RS	12/10/2013	PAA	12/18/2013	RS	12/10/2013
C.1.15	Reviewed	0	2	Not used - Replaced w/ C.1.30	RS	12/10/2013	PAA	12/18/2013	RS	12/10/2013
C.1.16	Reviewed	0	1	Municode	RS	12/11/2013	PAA	12/18/2013	PAA	11/20/2013
C.1.17	Reviewed	0	1	RPP	RS	12/11/2013	PAA	12/18/2013	PAA	11/20/2013
C.1.18	Reviewed	0	1	PA TO DELETE - Comprehensive Audit Manual	RS	12/11/2013	PAA	12/18/2013	PAA	11/20/2013

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C.1.19	Reviewed	0	2	G_2_3	RS	12/11/2013	PAA	12/18/2013	PL	12/6/2013
C.1.20	Reviewed	0	0	DO NOT USE - MISSING PAGES - See WP C.1.21 - PP in AI 1304 noting review of matching bills with services rendered	RS	12/2/2013	PAA	12/18/2013	RS	12/2/2013
C.1.21	Reviewed	0	0	PP in AI 1304 noting review of matching bills with services rendered	RS	12/2/2013	PAA	12/18/2013		
C.1.22	Reviewed	0	0	Audit Commander Report	RS	12/9/2013	PAA	12/18/2013		
C.1.23	Reviewed	0	0	AP Staff Meeting Agenda - Nov 2013-final	RS	12/9/2013	PAA	12/18/2013	RS	12/9/2013
C.1.24	Reviewed	0	0	Audit Commander Results FY11-13 - from Pat Lee DO NOT USE	RS	12/9/2013	PAA	12/18/2013		
C.1.25	Reviewed	0	0	Khyla A Hopson - Sample test	RS	12/9/2013	PAA	12/18/2013		
C.1.26	Reviewed	0	0	Pinnacle Vendor Systems - Sample test	RS	12/9/2013	PAA	12/18/2013	RS	12/9/2013
C.1.27	Reviewed	0	0	Audit Commander Results FY11-13 - from Pat Lee	RS	12/11/2013	PAA	12/18/2013	RS	12/11/2013
C.1.28	Reviewed	0	0	Not used - Replaced w/ C.1.3	RS	12/10/2013	PAA	12/18/2013		
C.1.29	Reviewed	0	0	DO NOT USE - TEST - SEE WP C.1.30 Accounts payable audit implementation analysis	RS	12/11/2013	PAA	12/18/2013	RS	12/10/2013
C.1.30	Reviewed	0	0	Accounts payable audit implementation analysis	RS	12/12/2013	PAA	12/18/2013	RS	12/12/2013