






CITY OF CUPERTINO

POLICY INVENTORY AND WORKPLAN DEVELOPMENT

PROJECT UNDERSTANDING	
OBJECTIVE	
<p>The goal of the policy inventory and workplan development project is to:</p> <ul style="list-style-type: none"> • Inventory the City’s current finance and accounting policies and procedures (P&Ps) • Identify what P&Ps are missing • Assess key P&Ps for adequacy in coverage, internal controls, best practices, etc. • Identify gaps in P&P coverage • Develop recommendations for addressing gaps identified • Develop a plan for the City to address P&P gaps. 	

ROLES AND RESPONSIBILITIES	
	Moss Adams
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City of Cupertino	
Project Sponsor:	Cupertino City Council and Audit Committee
Project Contact:	Zach Korach

 WORK PLAN AS OF OCTOBER 25, 2021 	
FINANCIAL/ACCOUNTING POLICIES INVENTORY	
<ul style="list-style-type: none"> • Work with City Management and other key stakeholders to develop the full listing of finance and accounting policy areas that will be included in the analysis. • Obtain all City finance and accounting P&Ps. • Document an inventory of the current P&Ps and a summary of the coverage of each. 	
Deliverables	
	<ul style="list-style-type: none"> • Listing of finance and accounting policy areas • Document request • Inventory of current P&Ps and summary of coverage of each
POLICY AND PROCEDURE GAP ANALYSIS	
Compare P&P coverage to best practices, by area, to identify gaps in coverage, opportunities for improvement, internal controls gaps, etc.	
Develop detailed recommendations, by area, to address the identified gaps and to support the City in the establishment of comprehensive finance and accounting P&Ps.	
Discuss recommendations with City Management and adjust, as needed	
Deliverables	
	<ul style="list-style-type: none"> • Preliminary gap analysis • Preliminary recommendations
PRIORITIZED WORK PLAN AND REPORT DEVELOPMENT	
Utilizing the results of the gap analysis and the recommendations identified, develop a prioritized policy workplan.	
Discuss the proposed prioritized workplan with City Management and adjust, as needed.	
Develop a report summarizing the procedures performed, the results, recommendations and final policy workplan.	
Deliver finalized report to the City.	
Present a summary of results to the City's Audit Committee and City Council, as requested.	
Deliverables	
	<ul style="list-style-type: none"> • Draft Report • Final Report, with prioritized workplan, and presentation

PROJECT PLAN TIMELINE

Project timeline Overview	10/4	10/11	10/18	10/25	11/1	11/8	11/15	11/22	11/29	12/6	12/13	12/27	1/3
Financial/Accounting Policies Inventory	█	█	█	█	█	█							
<i>Kick off Meeting</i>		█	█	█	█								
<i>Request and obtain all policies</i>	█	█											
<i>Conduct initial inventory</i>						█							
Policy and Procedure Gap Analysis							█	█	█				
<i>Perform policy and procedure gap analysis</i>							█						
<i>Develop recommendations</i>								█	█				
Draft Report to City										█	█	█	
<i>Develop draft report</i>										█			
<i>Review draft report & gather feedback</i>											█	█	
Finalize Report												█	
<i>Develop finalized report</i>												█	
<i>Report Finalized</i>												█	
Report Presentations													█