

# ADMINISTRATIVE REGULATIONS

OFFICE OF THE CITY ADMINISTRATOR

Number: 221  
Sections: 1-5  
Effective Date: 5/20/87

## SUBJECT: Self Insurance Program Audits

1. Purpose. To establish a policy for periodic Audit of self insurance programs.
2. Authority. Huntington Beach City Charter Section 401.
3. Policy. To provide guidelines for Audit of self insurance programs at regular intervals.
4. Responsibilities.

4.1 It is the Insurance & Benefits Manager's responsibility to schedule an audit by a qualified outside auditor at intervals of no less than twenty four months and to budget adequate funds to cover the expense. The General Liability, Workers' Compensation and Indemnity Medical programs be included in the audit policy.

5. Procedure.

5.1 A schedule for periodic audits shall be established by the Insurance and Benefits Manager to insure that such audits are performed at intervals not to exceed twenty four months.

5.2 The Insurance and Benefits Manager annually shall request that funds be included in the budget for the scheduled audits.

5.3 The Insurance and Benefits Manager shall select a qualified auditor to conduct scheduled audits, and shall schedule each audit for the General Liability, Workers' Compensation and Indemnity Medical programs within the audit schedule.

5.4 The final audit report shall be reviewed by the Insurance and Benefits Manager and forwarded to the Deputy City Administrator/Chief of Administrative Services.

  
Charles W. Thompson, City Administrator



City Of Huntington Beach