



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	919
Responsible Department	Human Resources
Established/Effective Date	5/20/1987
Latest Revision Date	6/30/23
Next Review & Reauthorization Date	6/30/25

SUBJECT: Self Insurance Program Audits

1. **Purpose:** To establish a City policy for periodic audits of self insurance programs.
2. **Authority:** Section 401, Huntington Beach City Charter
3. **Policy:** The City shall audit self insurance programs at regular intervals.
4. **Responsibilities:**
 - 4.1. It is the Risk Manager's responsibility to obtain an audit by a qualified outside auditor per the Excess General Liability pool guidelines and per the Excess Workers' Compensation carrier's guidelines. However, audits of the third party claim administrators shall be conducted no less than every two years.
5. **Procedure:**
 - 5.1. A schedule for periodic audits shall be established by the Risk Manager to insure that such audits are performed at intervals of no less than every two years.
 - 5.2. The Risk Manager shall select qualified auditors to conduct scheduled audits, and shall schedule each audit for the General Liability and Workers' Compensation programs within the audit schedule.
 - 5.3. The final audit report shall be reviewed by the Risk Manager and forwarded to the Director of Human Resources and the Chief Financial Officer.

Distribution:

All employees may access the Administrative Regulations via the Intranet at:

<https://surfnet.cohb.net/policiesprocedures/SitePages/Home.aspx>




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Director of Human Resources



Approved as to Form
Michael Gates, City Attorney *mw*



Al Zelinka, City Manager

Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE