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UPDATE ON OUTSTANDING AUDIT RECOMMENDATIONS 2011 - FINANCE

The Audit Committee recommends the adoption of the recommendation contained in the following report dated May 24, 2011, from the Director of Financial Services and Deputy Treasurer.

1. RECOMMENDATION

It is recommended that Council receive this report for information.

2. PURPOSE

This report provides an update on Finance Department audit recommendations that are more than one year past their proposed implementation date.

3. BACKGROUND

Departments must report back on audit recommendations outstanding greater than one year

Audit Services performs many different types of audits on Regional operations, providing recommendations to management. Management responds to audit recommendations, including a timeframe for which the recommendations will be implemented. Although the majority of recommendations are implemented in a timely manner, various issues such as staffing, coordination between departments and dependency of initiatives on the completion of other projects, may impact the timing of implementing some recommendations. Audit Committee has requested that management provide an annual update to Committee on any recommendation outstanding for longer than one year.

4. ANALYSIS AND OPTIONS

Three recommendations pertaining to Finance remain outstanding

Of the various audit recommendations made by Audit Services, there are three Finance recommendations that have been outstanding for more than one year. They are listed below.

Corporate Fleet Policy (2 recommendations)

The first audit recommendation regarding fleet pertained to the development and implementation of a Corporate Fleet Policy. The final draft of the policy is currently being reviewed and will be submitted for approval by the end of June 2011.
The second recommendation pertained to the collection of driver Motor Vehicle Records abstracts. The process for the collection of driver abstracts has been incorporated in the Corporate Fleet Policy which is pending approval.

Payroll Timekeeping Interface

The audit recommendation pertaining to payroll involved the development of an interface between electronic timekeeping systems, TEAMS and ScheduleSoft, and the corporate payroll system. Staffing issues and challenges developing the interface for the various timekeeping systems have extended the project timelines. However, the TEAMS interface has recently been tested and will go live in June 2011. Subject to the successful deployment of the TEAMS interface, the ScheduleSoft interface is scheduled to be implemented in Q3 2011.

5. FINANCIAL IMPLICATIONS

There are no direct financial implications from this report.

6. LOCAL MUNICIPAL IMPACT

There is no local municipal impact related to this report.

7. CONCLUSION

This report provides an update on Finance Department audit recommendations that have been outstanding for more than one year. All outstanding recommendations are being worked on and are nearing completion.

For more information on this report, please contact Warren Marshall, Director of Financial Services and Deputy Treasurer at Ext. 1601.