

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 24, 2015**

Item 3, Report No. 7, of the Finance, Administration and Audit Committee, which was adopted, as amended, by the Council of the City of Vaughan on March 24, 2015, as follows:

***By approving that a status update be provided at the Finance, Administration and Audit Committee in September 2015 regarding the 14 outstanding recommendations from the completed audit reports between the year 2012 and 2014.***

3

**STATUS OF MANAGEMENT ACTION PLANS**

**The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Director of Internal Audit, dated March 9, 2015:**

**Recommendation**

The Director of Internal Audit recommends:

1. That the Internal Audit report on the Status of Management Action Plans be received.

**Contribution to Sustainability**

Internal Audit activities and reports contribute to the sustainability of the City by providing advice and assurance that controls supporting the effective delivery of services and programs are effective. Longer term sustainability needs the support of good, efficient risk mitigation strategies. Internal Audit can provide support for that sustainability by providing independent advice and assurance.

**Economic Impact**

There are no direct economic impacts associated with this report.

**Communications Plan**

Not applicable.

**Purpose**

To present to the Finance, Administration and Audit Committee the Internal Audit report on the Status of Management Action Plans.

**Background - Analysis and Options**

Follow up of Internal Audit recommendations through Management Action Plans is performed to ensure that management actions have been effectively implemented and appropriate controls and processes have been put in place to mitigate risks identified during the audit.

Internal Audit has completed a number of projects, reviews, and audits in accordance with the 2012-2014 Revised Risk Based Internal Audit Plan previously approved by the Finance, Administration and Audit Committee. In that time, 6 audit reports have been issued containing a total of 20 recommendations. As of January 30, 2015 management has implemented 6 of those recommendations and is in the process of implementing the remaining 14 recommendations. In some cases, completion of implementation and follow up of management action plans has been deferred to accommodate factors such as organizational initiatives and capacity, and events causing significant impact on operations, such as the ice storm. Internal Audit continues to communicate with management and monitor progress toward full implementation on an ongoing basis.

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Item 3, Finance Report No. 7 – Page 2

**Relationship to Vaughan Vision 2020/Strategic Plan**

This report is consistent with the priorities previously set by Council and supports the strategic goal of organizational excellence.

**Regional Implications**

Not applicable.

**Conclusion**

The Internal Audit report on the Status of Management Action Plans is attached as Appendix 1. The report provides updated information on the implementation status of recommendations made in audit reports which were publicly reported through Finance, Administration and Audit Committee.

Internal Audit will continue to monitor the status of Management Action Plans and look for further opportunities to improve our follow up process. We will continue to report the results of our follow up to the Finance, Administration and Audit Committee on a regular basis.

**Attachment**

1. Internal Audit Report – Status of Management Action Plans

**Report prepared by:**

Catherine Atkari, CIA, CFE  
Internal Audit Coordinator

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

**STATUS OF MANAGEMENT ACTION PLANS**

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Catherine Atkari, CIA, CFE  
Internal Audit Coordinator

Respectfully submitted,

Paul Wallis, CPA, CMA, CIA, CISA, CRMA  
Director Internal Audit

Internal Audit Follow Up - Status of Management Action Plans  
(2012 - January 30, 2015)

	2012	2013	2014	Total	Community Services	Finance	Legal & Admin	Planning	Engineering & Public Works	Strategic & Corp Serv	Exec.Dir/Rec & Culture	City-Wide	Office of the City Manager
Number of audits in progress			4	4		1			1		1		1
Number of audits completed	4	1	1	6		2		1	2			1	
Number of recommendations issued	9	4	7	20		4		0	9			7	
Number of recommendations followed up	9	4	7	20		4			9			7	
Recommendations completed	5	1	0	6		2			4				
Recommendations in progress	4	3	7	14		2			5			7	
Recommendations not started	0	0	0	0		0			0				

Audits In Progress	Audits Completed
Road Operations	Parks and Forestry Operations
Cashiers	Parks Development
Recreation and Culture Revenue	City-Wide Payroll
MTO Driver Certification Program - VFRS	Accounts Payable
	Water, Wastewater and Drainage
	Employee Business Expenses