

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 25, 2013

Item 4, Report No. 8, of the Finance and Administration Committee, which was adopted without amendment by the Council of the City of Vaughan on June 25, 2013.

**4 INTERNAL AUDIT REPORT – COMMON THEMES AND ISSUES – ANALYSIS OF INTERNAL
AUDIT REPORTS 2005 TO 2012**

The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Director of Internal Audit, dated June 10, 2013:

Recommendation

The Director of Internal Audit recommends that the Internal Audit Report on Common Themes and Issues – Analysis of Internal Audit Reports 2005 to 2012 be received and approved.

Contribution to Sustainability

Internal Audit activities and subsequent 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 and Administration Committee the Internal Audit Report Common Themes and Issues – Analysis of Internal Audit Reports 2005 to 2012 and to provide a summary of the common themes present in those reports during that time period.

Background - Analysis and Options

This summary was done to identify, through an analysis of previous audit reports, any common issues that could highlight systemic or ongoing control issues. The report serves a means to highlight historical reoccurring themes so they can be better monitored and, therefore, holistically managed.

Relationship to Vaughan Vision 2020/Strategic Plan

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Not applicable.

Conclusion

This summary report identified three prevalent themes; approval and better documentation to support invoice payments, proper use and approval over the use of Field Purchase Orders

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(FPOs) and better handling of cash receipts. At the time the audits were done, management agreed with the recommendations and took steps to improve controls in these areas.

Attachment

Internal Audit Report – Internal Audit Report on Common Themes and Issues – Analysis of
Internal Audit Reports 2005 to 2012

Report prepared by:

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(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.)