

Event Management Audit

Tuesday June 6, 2017



Today's Presentation

- Audit Objective, Scope and Methodology
- Audit Conclusion
- Audit Observations
- Management Action Plans
- Next Steps
- Questions

Audit Objective

- To evaluate the adequacy and effectiveness of the controls, processes and procedures in place to mitigate the business risks associated with the management and execution of events

Audit Scope & Methodology

- Review of existing Policies, Procedures & Guidelines
- Staff interviews
- Data analyses of the various event revenue and expenditures
- Physical sampling of event related and special event permit files
- January 2015 – October 2016 activities

Audit Conclusion

- Improvements are required to ensure risks related to planning, administering and managing events are efficiently and effectively mitigated

Issues and Observations

1. Develop and implement a formal event strategy
2. Enhance policy, procedures and guidelines
3. Improve planning, monitoring and oversight for several event related processes
4. Leverage advance in technology to assist with fundraising activities

Management Action Plans

1. Develop and implement a formal event strategy
 - Request for an Event Strategy will be resubmitted during the 2018 budget planning cycle
 - Upon approval, expected completion by Q2, 2019
 - In the interim, preliminary review / current state assessment will be completed as part of the Recreation Services Plan by Q2, 2018

Management Action Plans

2. Enhance policy, procedures and guidelines

- By-law & Compliance, Licensing & permit Services will conduct a comprehensive review to be completed by Q2, 2018
- Emergency Planning will expand criteria for emergency plans for events by Q2, 2018
- Risk Management will establish compliance checklists and associated procedures by Q2, 2018 (draft Insurance and Risk Management Procedures Manual to be completed by Q4, 2017)

Management Action Plans

3. Improve planning, monitoring and oversight for several event related processes
 - Segregation of duties regarding the collection and processing of sponsorship funds has been completed.
 - Amendments to the operating budget will be made during the 2018 budget planning cycle

Management Action Plans

4. Leverage advance in technology to assist with fundraising activities
 - Feasibility assessment of expanding the use of the Raisin system to other City events by Q2, 2018

Next Steps

- Action plans have been developed
- Implementation is underway
- Internal Audit will follow up and report on the status of these action plans

Questions?