



Robert Prosser & Associates Inc.

November 3, 2008

City of Saskatoon
City Clerk's Office
222—3rd Avenue North
Saskatoon, Saskatchewan
S7K 0J5

Attn. Secretary - Audit Committee

Re. Revised Corporate Audit Plan

The Audit Committee, at its meeting held on September 17, 2008, received a memo from the A/General Manager, Utility Services Department, requesting an audit of the payroll system currently used for CUPE 47 employees at the Water and Wastewater Treatment Branch. The Committee resolved:

- 1) That the audit of the payroll system currently used for CUPE 47 employees be added to the current audit schedule; and
- 2) That the audit of the Transit Payroll system be deferred.

The Audit Committee, at its meeting held on October 15, 2008, resolved:

- 1) That the Business Improvement Assessment – Cash Collection at Kinsmen Park Rides review be approved for incorporation in the current Corporate Audit Plan;
- 2) That the Follow-up Audit – Cash Debt and Investment Management be included in the current Corporate Audit Plan (28 hours);
- 3) That the Audit – Contributions Provided to the City for River Landing Phase II from the Canadian Strategic Infrastructure Fund (CSIF) be included in the current Corporate Audit Plan;
- 4) That the Affordable Housing – Evaluation of Land Trust Models financial sustainability audit be included in the current Corporate Audit Plan;
- 5) That the Municipal Benchmarking Project – (Garbage and Recycling) – City of Kelowna and City of Calgary be removed from the current Corporate Audit Plan

- (166.25 audit hours) and that this project is referred to the Administration to pursue in-house;
- 6) That the SHIP Evaluation of Land Trust Model (50 audit hours) be removed from the current Corporate Audit Plan;
 - 7) That Robert Prosser & Associates bring forward a revised Corporate Audit Plan to the next meeting.

The Corporate Audit Plan has been updated pursuant to the foregoing resolutions.

The following additional revisions have also been made to the Plan:

- The audit of the Sundry Accounts Receivable System has been removed from the Plan. A new system will be implemented in 2009 and will not be ready for audit until the current contract expires.
- The Follow-up audit on the Internal Loans Program has been added to the Corporate Audit Plan.

The Audit Projects listed in the updated Corporate Audit Plan will complete all commitments under the current Internal Audit Services Agreement between the City of Saskatoon and Robert Prosser & Associates Inc.

Recommendations:

- 1) That the updated Corporate Audit Plan be referred to City Council for approval.

Respectfully submitted,

Robert G. Prosser, CMA, CGAP
Attachment: Corporate Audit Plan

CORPORATE AUDIT PLAN

PROJECTS	DIRECT PROJECT HOURS	STATUS Oct 31/2008	% COMPLETION
PERFORMANCE & PRODUCTIVITY-BASED AUDITS			
SPCA and Animal Control Services	225	Outstanding	0.0%
Sidewalks - Infrastructure Services Department	225	In-Progress	35.0%
Street Cleaning & Sweeping - Infrastructure Services Department	225	In-Progress	5.0%
FINANCIAL SYSTEMS AUDITS			
Parking Ticket Revenue Collection - Corporate Services Department	225	Outstanding	0.0%
Accounts Payable System - Corporate Services Department	187.5	In-Progress	15.0%
Property Tax Billing & Collection System - Corporate Services Department	262.5	In-Progress	25.0%
Corporate Payroll System (Pension Payments) - Corporate Services Department	262.5	In-Progress	73.1%
Utility Billing System - Corporate Services Department	300	In-Progress	53.4%
Water & Wastewater Treatment Branch Payroll System	300	In-Progress	20.0%
FOLLOW-UP AUDITS			
Fire Operations Follow-up Audit	45	Outstanding	0.0%
Paved Streets Maintenance Follow-up Audit	20	Outstanding	0.0%
HR Employment & Compensation Follow-up Audit	21	Outstanding	0.0%
Tax Incentives Policies/Programs Follow-up Audit	37	Outstanding	0.0%
Assessment System Follow-up Audit	25	Outstanding	0.0%
Cash, Investment & Debt Management	28	Outstanding	0.0%
Internal Loans	31	Outstanding	0.0%
SPECIAL PROJECTS			
Business Improvement Assessment – Cash Collection at Kinsmen Park Rides	100	Outstanding	0.0%
River Landing Phase II Audit – Canada Strategic Infrastructure Fund Agreement	225	Outstanding	0.0%
City of Saskatoon - Evaluation of Land Trust Model	50	In-Progress	60.0%
Municipal Services Benchmark Project - Multi-City	675	In-Progress	97.0%