



June 22, 2011

City of Saskatoon – City Clerk’s Office  
Attention: Secretary – Audit Committee  
222-3<sup>rd</sup> Avenue North  
Saskatoon, Saskatchewan S7K 0J5

### **Audit Report – Garbage Collection Revenue Collection System**

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The 2010-2011 Corporate Audit Plan included provision to conduct a financial system audit of the Garbage Collection revenue collection system. This financial system had not been subject to an internal audit in the past.

The Environmental Services Branch provides garbage collection services for certain customers under contract (e.g., commercial establishments, apartment buildings, condominiums, churches, care homes, residences that desire service in excess of that provided through regular residential garbage collection, civic facilities, etc.). The fees charged for these services can include container rental charges (based on the size of the container) and/or pickup charges (based on the size of the container and the nature of the collection – regularly scheduled or special unscheduled). Fees are approved by City Council and included in Bylaw No. 8310 “The Waste Bylaw, 2004.”

The Solid Waste Information Management (SWIM) System, in use since 1995, is used to track customer accounts (e.g., pick up location, collection frequency, size/type of container rental (if any), billing information, etc.) and generate Sundry Accounts Receivable (SAR) invoices. Customers are invoiced quarterly and approximately 500 invoices are issued each quarter.

The objective of the audit was to determine whether adequate controls are in place to ensure:

- Complete, accurate and timely billing and collection of revenues, and
- Opportunities for theft, fraud and misappropriation are minimized.

Management is currently working on implementation of the recommendations.

Respectfully submitted,

Nicole Garman, CA, CIA  
Garman, Weimer & Associates Ltd.  
(306) 373-7611

**401 – 333 25<sup>th</sup> Street East, Saskatoon, SK S7K 0L4**