



November 28, 2011

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

Audit Report – Transit Payroll System

The 2009-2010 Corporate Audit Plan included provision to conduct a financial system audit of the Transit Services Branch Payroll System.

Implementation of the Transit Services Branch Payroll System (i.e., Trapeze system) began in April 2008. The accrual module (e.g., vacation, sick, banked time) was implemented in October 2009.

The Trapeze system is used to help manage the information required for administering, calculating and disbursing payments of wages, salaries and other forms of compensation, along with tracking the various types of leave. The Trapeze system is used to process the payroll for individuals from Transit Administration, Operations and Maintenance groups as well as for Access Transit. The Trapeze system is configured to perform pay calculations based on the rules of the various agreements in place (i.e., SCMMA, Amalgamated Transit Union – Local 615 and exempt staff). The 2010 budgeted compensation for the Transit Branch’s 368.6 staff years is \$22.9 million.

The objectives of the audit were to determine whether adequate systems, practices and controls are in place to ensure:

- The accuracy of payroll cheques and direct deposits in terms of payee,
- The accuracy of payroll cheques and direct deposits in terms of gross pay,
- Complete and accurate accounting for all leave and banked time, and
- Opportunities for theft, fraud and misappropriation are minimized.

Management is currently working on implementation of the recommendations.

Respectfully submitted,

Ian E. Weimer, CMA
Garman, Weimer & Associates Ltd.
(306) 652-1852

401 – 333 25th Street East, Saskatoon, SK S7K 0L4