

AUDIT COMMITTEE

A G E N D A MEETING NO. 3

Date of Meeting:	Monday, July 19, 1999	Enquiry:	Frances M. Pritchard
Time:	2:00 p.m.		Interim Contact
Location:	Committee Room 3		392-7033
	2nd Floor - City Hall		FAX 392-1879
	100 Queen Street West		E-mail address
			fpritcha@city.toronto.on.ca.

DECLARATIONS OF INTEREST PURSUANT TO THE MUNICIPAL CONFLICT OF INTEREST ACT.

Confirmation of Minutes:

March 1, 1999 and May 25, 1999 - Forwarded to Members via Electronic Mail

COMMUNICATIONS/REPORTS.

1. PAYROLL REVIEW

City Auditor
(July 8, 1999)

Recommending that:

- (1) all payroll bank reconciliations be brought up to date and from thereon be completed in a timely manner, that all reconciling items be promptly investigated and cleared, and that reconciliations be reviewed and approved by supervisory staff;
 - (2) the upcoming conversions to the new SAP payroll system be adequately planned and properly managed, that all required testing be performed and documented, and that the necessary signoffs and approvals be obtained before implementation; and
 - (3) payroll management staff review the current procedures for employees on salary continuance and utilize electronic and other controls available, to further ensure employees are not paid beyond their termination date.
- (a) (July 8, 1999) from the Chief Financial Officer and Treasurer responding to the City Auditor's report, and recommending that this report be received for information

2. STAFF CAR ALLOWANCE

City Auditor

(June 22, 1999)

Recommending that this report be received for information and forwarded to the Administration Committee.

3. WORKS BEST PRACTICES

City Auditor

(July 12, 1999)

Recommending that:

- (1) the Commissioner, Works and Emergency Services, establish for each consultant contract award, a performance management process, incorporating appropriate parameters and relevant, measurable and objective benchmarks; and that any future consulting contract awards recommended to the Works Committee and Council include a description of the consultant performance management criteria and process to be used;
- (2) prior to or in conjunction with awarding any future consulting contracts, the Commissioner, Works and Emergency Services report to the Works Committee on the total cost of consulting services required for this project, including those consulting services required in the implementation of process control systems and other facilities;
- (3) prior to or in conjunction with awarding any future consulting contracts, the Commissioner, Works and Emergency Services clarify how the consulting services to be provided in Phase 2 of the Works Best Practices program differ from those rendered during the planning and design stage (Phase 1) as well as from those consulting services to be procured for the construction and implementation component;
- (4) any quality assurance activities deemed necessary in Phase 2 of the Works Best Practices program be performed either by Works staff or, if a consulting firm is used, that the firm be independent of the consulting consortium and report directly to Works staff;
- (5) in view of the magnitude of the Works Best Practices program, the City Auditor work with Works staff during the implementation phase of the program to ensure that appropriate performance management criteria are established, and report independently to Council on any concerns or issues, including areas relating to value for money.
- (6) this report be forwarded to the Works Committee for consideration.

4. 1998 CITY OF TORONTO CONSOLIDATED FINANCIAL STATEMENTS

Chief Financial Officer and Treasurer
(undated)

Submitting the 1998 City of Toronto Consolidated Financial Statements and recommending that the attached 1999 Consolidated Financial Statements be adopted

5. 1998 AUDIT RESULTS DOCUMENT

Ernst & Young, Chartered Accountants
(July 9, 1999)

Recommending that the report entitled, "City of Toronto - Report to the Audit Committee - 1998 Audit Results" be received for information.

6. THE METROPOLITAN TORONTO HOUSING COMPANY LIMITED - FINANCIAL STATEMENT FOR THE YEAR ENDED DECEMBER 31, 1998

Corporate Secretary, Toronto Housing Company Inc.
(May 26, 1999)

Forwarding the Metropolitan Toronto Housing Company Limited Auditor's Report and Financial Statement for the year ended December 31, 1998, for submission to the Annual Meeting of the shareholders to be held at the next convenient meeting of the City of Toronto Council

7. CITY OF TORONTO NON-PROFIT HOUSING CORPORATION - FINANCIAL STATEMENT FOR THE YEAR ENDED DECEMBER 31, 1998

Corporate Secretary, Toronto Housing Company Inc.
(May 26, 1999)

Forwarding the City of Toronto Non-Profit Housing Corporation Auditor's Report and Financial Statement for the year ended December 31, 1998 for Submission to the Annual Meeting of the shareholders to be held at the next convenient meeting of the City of Toronto Council

8. UPDATE ON THE AUDIT OF THE HANDLING OF SEXUAL ASSAULT AND FAMILY VIOLENCE CASES BY THE TORONTO POLICE SERVICE

(DEFERRED FROM AUDIT COMMITTEE MEETING OF MAY 25, 1999)

City Auditor
(April 13, 1999)

Recommending that:

- (1) this report be received for information by the Audit Committee; and
- (2) this report be forwarded to the Audit Reference and the Toronto Police Services Board for their information.
 - (a) (June 1, 1999) from the City Clerk, Audit Committee, addressed to the City Clerk, forwarding the Committee's actions of May 25, 1999
 - (b) (July 8, 1999) from the City Clerk respecting Authority for Payment of Honorarium and recommending that this report be received for information

9. REQUEST FOR COMMITMENT OF CITY AUDITOR

Chairman, Toronto Police Services Board
(July 7, 1999)

Forwarding the request of the Policy and Budget Sub-Committee of the Toronto Police Services Board for the City Auditor's involvement in the Towing Tendering process