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**AUDIT COMMITTEE  
AGENDA  
MEETING No. 3**

<b>Date of Meeting:</b>	<b>September 28, 2000</b>	<b>Enquiry:</b>	<b>Frances Pritchard</b>
<b>Time:</b>	<b>9:30 a.m.</b>		<b>Administrator</b>
<b>Location:</b>	<b>Committee Room 2</b>		<b>392-7033</b>
	<b>City Hall</b>		<b>fpritcha@city.toronto.on.ca</b>
	<b>100 Queen Street West</b>		

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

**CONFIRMATION OF MINUTES OF MEETING HELD ON JUNE 26, 2000 (Previously forwarded to members by electronic mail)**

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**COMMUNICATIONS/REPORTS.**

**1. INVESTMENT POLICY COMPLIANCE**

City Auditor  
(June 14, 2000)

Recommending that:

- (1) all Funds managed directly by the City be included in the investment management system and that appropriate reporting to Council be performed on these Funds;
- (2) Schedule 3.1 of the City's Investment Policy and Procedures should be formally reconfirmed in accordance with Section 3 of the Policy;
- (3) during design and implementation of the new investment management system, consideration should be given to correcting deficiencies identified in the existing system;

- (4) the Chief Financial Officer and Treasurer should ensure that the Annual Investment Report and quarterly reporting of compliance with the City's Investment Policy and Procedures include all instances of non-compliance;
- (5) the City Solicitor should report back on whether or not the City's Investment Policy and Procedures apply to Agencies, Boards and Commissions of the City;
- (6) reconciliations of the balance per the investment subsidiary ledger to the investment accounts in the general ledger should be performed regularly, on a timely basis. The reconciliations should be reviewed and approved by appropriate senior Finance Department staff;
- (7) the Chief Financial Officer and Treasurer should complete Section 5 of the Investment Policy and Procedures as soon as possible; and
- (8) the Chief Financial Officer and Treasurer should select an investment performance benchmark for the City Trust Funds.

**2. ANNUAL REPORT ON THE STATUS OF FRAUD AND RELATED MATTERS**

City Auditor

(September 13, 2000)

Recommending that this report be received for information.

**3. IN CAMERA MATTER**

**CASH CONTROLS REVIEW – PARKS AND RECREATION DIVISION, GOLF COURSE AND FERRY OPERATIONS**

City Auditor

(August 23, 2000)

Confidential report having regard that the subject deals with a matter the subject of which deals with the security of the property of the municipality or local board.

**4. TORONTO HARBOUR COMMISSIONERS – FINANCIAL REVIEW, ADDITIONAL INFORMATION**

City Auditor

(September 13, 2000)

Recommending that this report be received for information.

**5. 1999 FINANCIAL STATEMENTS OF COMMUNITY CENTRES AND ARENAS**

City Auditor

(September 9, 2000)

Recommending that the above financial statements be received for information and forwarded to Council.

**6. 1999 MANAGEMENT LETTERS – COMMUNITY CENTRES**

City Auditor

(September 9, 2000)

Recommending that the management letters and appropriate responses be received for information.

**7. REVIEW OF MEMBERSHIP FEES, CONFERENCES AND SEMINARS**

City Auditor

(August 10, 2000)

Recommending that this report be received for information.

**8. TORONTO POLICE SERVICE AIR SUPPORT UNIT PILOT PROJECT – EVALUATION METHODOLOGY**

Chair, Toronto Police Services Board

(July 17, 2000)

Recommending that the Audit Committee receive this report for information

**9. REVIEW OF FOOD SAFETY PROGRAM – TORONTO PUBLIC HEALTH**

Secretary, Board of Health  
(June 27, 2000)

Forwarding the report (June 26, 2000) from the City Auditor addressed to the Toronto Board of Health to the Audit Committee and recommending that the Audit Committee receive the report for information.

**10. TAM HEATHER COUNTRY CLUB AUDIT OF FINANCIAL OPERATIONS – YEAR ENDED APRIL 30, 1999**

City Auditor  
(September 15, 2000)

Recommending that:

- (1) the Board of Directors of the Tam Heather Country Club take immediate action to address the accounting deficiencies as outlined in this report, including:
  - (a) clarification of the roles and responsibilities of the manager and clerical staff;
  - (b) the preparation of accurate and complete monthly financial statements;
  - (c) the implementation of a formal monthly review process of accounting reconciliations; and
  - (d) the hiring of a professional accounting resource to oversee the monthly analysis and preparation of monthly financial reporting;
- (2) complete and accurate monthly financial statements be forwarded to the Board of Directors for their review;
- (3) complete and accurate monthly financial statements be forwarded to the Commissioner of Economic Development, Culture & Tourism for review and comment; and
- (4) the Commissioner of Economic Development, Culture & Tourism give consideration to the transfer of all banking responsibilities to the Tam Heather Country Club. Such transfer only to take place subsequent to the City Auditor being satisfied that the recommendations contained in this report have been complied with.

**11. 1999 CITY OF TORONTO CONSOLIDATED FINANCIAL STATEMENTS**

*(DEFERRED FROM AUDIT COMMITTEE MEETING OF JUNE 26, 2000)*

Chief Financial Officer and Treasurer  
(June 21, 2000)

Recommending that the attached 1999 Consolidated Financial Statements be adopted.

**11(a). Ernst & Young**  
(September 6, 2000)

Respecting 2000 Audit of the Corporation of the City of Toronto

**12. AUDITOR'S REPORT AND FINANCIAL STATEMENTS OF THE TORONTO ATMOSPHERIC FUND FOR THE YEAR ENDED DECEMBER 31, 1999**

*(DEFERRED FROM AUDIT COMMITTEE MEETING OF JUNE 26, 2000)*

Committee Secretary, Toronto Atmospheric Fund  
(May 3, 2000)

Recommending that the Auditor's Report (March 21, 2000) and the Financial Statements of the Toronto Atmospheric Fund for the year ended December 31, 1999 be received and forwarded to City Council.

**13. TORONTO POLICE SERVICE RESPONSE TO THE CITY AUDITOR'S RECOMMENDATIONS REGARDING THE PARKING ENFORCEMENT UNIT**

Chair, Toronto Police Services Board  
(August 17, 2000)

Recommending that the Audit Committee receive this report for information

**14. EXTERNAL AUDITING OF COMPLAINTS PROCESS**

Chair, Toronto Police Services Board  
(September 1, 2000)

**14(a).** City Auditor  
(September 18, 2000)

Recommending that this report be received for information.

Recommending that the Audit Committee receive this report for information