



STAFF REPORT INFORMATION ONLY

Toronto Police Service - Proposed Audit of the Parking Tag Issuance Process

Date:	June 29, 2010
To:	Auditor Committee, City of Toronto
From:	Alok Mukherjee, Chair, Toronto Police Services Board

SUMMARY

The purpose of this report is to provide the Audit Committee with the Auditor General's report entitled Proposed Audit of the Parking Tag Issuance Process.

RECOMMENDATIONS

It is recommended that the Audit Committee receive this report.

FINANCIAL IMPACT

There are no financial implications related to the recommendation contained within this report.

ISSUE BACKGROUND

At its meeting of June 29, 2010, the Toronto Police Services Board was in receipt of a report, dated May 17, 2010, from Jeffrey Griffiths, Auditor General, City of Toronto, with regard to the Proposed Audit of Parking Tag Issuance Process.

COMMENTS

The Board received the Auditor General's report and agreed to forward a copy to the City of Toronto – Audit Committee for information.

A copy of Board Minute No. P171/10, in the form attached as Appendix "A" to this report, regarding this matter is provided for information.

CONTACT

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SIGNATURE

Alok Mukherjee
Chair, Toronto Police Services Board

ATTACHMENT

Appendix A – Board Minute No. P171/10

A: proposed audit of parking tag issuance process.doc

Appendix "A"

THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 29, 2010

#P171. PROPOSED AUDIT OF PARKING TAG ISSUANCE PROCESS

The Board was in receipt of the following report May 17, 2010 from Jeffrey Griffiths, Auditor General, City of Toronto:

Subject: Proposed Audit of Parking Tag Issuance Process

SUMMARY

The role of the City's Auditor General at the Toronto Police Service under the *City of Toronto Act, 2006* is restricted. In order for the Auditor General to perform audit work at the Toronto Police, the Toronto Police Services Board must approve a request for the Auditor General to conduct an audit.

This report requests Toronto Police Services Board approval to conduct an audit of the parking tag issuance process at the Toronto Police Service Parking Enforcement Unit. The anticipated scope of our review will include:

- Processes related to parking tags issued both manually and through portable handheld devices
- Parking tag cancellation processes
- Computer processing of parking tag information.

This issue and the scope of our review have been discussed with the Chief of Police.

RECOMMENDATION

The Auditor General recommends that the:

1. Toronto Police Services Board approve a review by the Auditor General of the parking tag issuance process administered by the Toronto Police Service Parking Enforcement Unit.

Financial Impact

The recommendation in this report has no financial impact.

DECISION HISTORY

The Auditor General's 2009 and 2010 audit work plans included a review of the City's major revenue billing, collection and related processes. The intent in including the audit of revenue sources in the work plan is to systematically address various City revenue streams over a period of time. The Auditor General included a review of parking tag revenue collection and related processes as part this series of audits.

The Auditor General has met with the Chief of Police and discussed the Auditor General's ongoing review of parking tag processes at the City. The review was divided into two phases, revenue collection at the City and the parking tag issuance process at the Police Service. The Auditor General has completed the review of parking tag revenue collection, and City Council adopted the audit report at the February 23, 2010 meeting. The report is available at http://www.toronto.ca/audit/reports2010_jan27.htm .

The Auditor General is ready to begin the second and final phase of this review related to the issuance and administration of parking tags at the Toronto Police Service Parking Enforcement Unit. The Chief of Police is in agreement that such a review should proceed.

COMMENTS

Sections 177 through 182 of the *City of Toronto Act, 2006* formalized the appointment of the Auditor General for the City of Toronto. However, the role of the City's Auditor General at the Toronto Police Service under the *City of Toronto Act, 2006* is restricted. In essence, the Auditor General of the City of Toronto under the new legislation has no authority to independently access records or conduct audit work at the Toronto Police Service.

In order for the Auditor General to perform the audit described, the Toronto Police Services Board must approve a request for the Auditor General to perform this review.

The Board received the foregoing report and agreed to forward a copy to the City of Toronto – Audit Committee for information.