

The Chief Administrative Officer, in consultation with the Chief Financial Officer & Treasurer and the Commissioners, identify those administrative areas where the greatest risk exist and take appropriate steps to ensure that adequate controls are in place to prevent fraudulent activities.

Internal Control Checklist

Balance Sheet

	Yes	No	Comments*
Q Do you have a system in place, which periodically reviews the controls relating to cash?			
Q Do you have a system in place, which periodically reviews the controls relating to receivables?			
Q Do you have a system in place, which periodically reviews the controls relating to inventories and other assets?			
Q When was your last inventory review?			
Q Do you have a system in place, which periodically reviews the controls relating to accounts payable?			
Q Are there controls in place to verify the use and existence of assets (equipment inventories etc)?			
Q How often are controls evaluated?			

Statement of Revenue and Expenditure

	Yes	No	Comments
Q Do you have a system in place, which periodically reviews the controls related to revenues?			
Q Do you have a system in place, which periodically reviews the controls related to expenditures?			
Q Do you have adequate and ongoing independent reconciliation and supervisory review of various accounts including bank accounts, receivable accounts, suspense accounts, investment accounts, employee advance accounts and inventory accounts?			

* If no explain when such a process will be established and if yes describe the system currently in place, including information on how often these controls are evaluated.

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Compliance with City Policies

	Yes	No	Comments*
Q How are policies communicated to staff?			
Q How have you made staff aware of the fraud policy and ensured that all levels of management apply rigorous and consistent application and compliance?			
Q How have you made staff aware of the delegation of authority policy?			
Q How have you made staff aware of the conflict of interest policy and ensured that all levels of management apply rigorous and consistent application and compliance?			
Q Have reports submitted to Council, that have financial implications (current and/or future) been reviewed by Finance prior to Council and/or Committee's consideration of the matter as per the Financial Protocols Policy?			

Use of Consultants

	Yes	No	Comments*
Q Has the engagement of all consulting services within their department have been made in accordance with the City's purchasing policies?			
Q Has a justification analysis been prepared that outlines in general terms the costs and benefits of using a consultant, including reasons why the study couldn't be done by city staff in whole or part?			
Q Is the consultant or sub-contractor a former City employee and if so, is this contract in compliance with City policy.			
Q Has all the appropriate information on existing consulting contracts been provided so that purchase orders can be processed by the Purchasing Agent?			

* If no explain when such a process will be established and if yes describe the system currently in place, including information on how often these controls are evaluated.

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<p>Q Have steps been undertaken to ensure that: (a) measurable standards and acceptance criteria are included in contracts executed with consultants; (b) regular, properly documented, meetings are held with consultants to ensure that the consultant is meeting contractual obligations and performing as required; and (c) upon completion of a project, the consultant's performance is documented and made available for review to relevant City staff, including the Purchasing Agent, when considering consultants for new projects?</p>			
<p>Q Has the reporting of consulting expenditures been based on actual expenditures incurred and not on the value of contracts awarded unless specifically requested by Council?</p>			
<p>Q Have departmental staff reviewed such accounts on a regular basis and made appropriate and timely accounting adjustments, where necessary?</p>			
<p>Q Have the Sole Source procurement decisions been made in accordance with the policy? (If not, was it subsequently tendered?)</p>			
<p>Q Have all Sole Source procurement decisions been submitted to the purchasing agent (CAO where required) prior to the issuance of a purchase order?</p>			