
**AUDIT COMMITTEE
AGENDA
MEETING No. 2**

Date of Meeting: April 11, 2002 **Enquiry:** Frances Pritchard
Time: 9:30 a.m. **Administrator**
Location: Committee Room 1 **392-7033**
City Hall **fpritcha@city.toronto.on.ca**
100 Queen Street West

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

CONFIRMATION OF MINUTES OF MEETING OF FEBRUARY 8, 2002 (*Forwarded to Members by electronic mail*)

COMMUNICATIONS/REPORTS:

1. ORACLE DATABASE SOFTWARE ACQUISITION – ADDITIONAL INFORMATION

City Auditor
(March 8, 2002)

Recommending that:

- (1) the Commissioner, Corporate Services Department, be required to report back to the Audit Committee by June 30, 2002, on a process to coordinate the acquisition of site licenses for those Agencies, Boards and Commissions over which the City has authority;
- (2) the Commissioner, Corporate Services Department, be required to report back to the Audit Committee by June 30, 2002, on a process to coordinate the acquisition of all computer software and hardware throughout the City, including those Agencies, Boards and Commissions over which the City has authority; and
- (3) the Commissioner, Corporate Services Department, in her report to the Audit Committee give consideration to an appropriate dollar threshold amount over which the above recommendations would apply.

2. TERMS OF REFERENCE

City Auditor
(March 26, 2002)

Recommending that this report be received for information

3. TORONTO 2008 OLYMPIC BID – CITY STATEMENT OF OPERATIONS

City Auditor
(March 20, 2002)

Recommending that this report be received for information

4. SUSPENSE RECONCILIATION

City Auditor
(March 8, 2002)

Recommending that this report be received for information

5. FEDERAL GOVERNMENT'S FINANCIAL INFORMATION STRATEGY ACCOUNTING MANUAL

City Auditor
(January 3, 2002)

Recommending that the Chief Financial Officer and Treasurer be required to take into consideration the contents of the Federal Government's Financial Information Strategy Accounting Manual during the preparation of the Finance Department's internal financial accounting manual.

6. XSPAND PROGRAM FOR TAX ARREARS COLLECTION SERVICES REVIEW

City Auditor
(March 19, 2002)

Recommending that this report be received for information

7. AUDIT MANAGEMENT LETTERS RELATING TO INDIVIDUAL BOARDS OF MANAGEMENT FOR COMMUNITY CENTRES AND THE COMMITTEE OF MANAGEMENT FOR WILLIAM H. BOLTON ARENA.

City Auditor

(March 22, 2002)

Recommending that:

- (1) the individual management letters issued for each of the Boards of Management for Community Centres and the Committee of Management for William H. Bolton Arena be received for information; and
- (2) the Commissioner of Community and Neighbourhood Services and the Commissioner of Economic Development, Culture & Tourism be directed to ensure that the issues identified in the individual management letters pertaining to their respective areas are addressed and report back to the Audit Committee by June 30, 2002.

(Note: Individual Management Letters distributed to Members only)

8. AUDIT MANAGEMENT LETTERS RELATING TO INDIVIDUAL COMMITTEES OF MANAGEMENT FOR ARENAS

(DEFERRED FROM AUDIT COMMITTEE MEETING OF FEBRUARY 8, 2002)

City Auditor

(January 28, 2002)

Recommending that:

- (1) the individual management letters issued for each of the Committees of Management for arenas be received for information; and
- (2) the Commissioner of Economic Development, Culture & Tourism be directed to ensure that the issues identified in the individual management letters are addressed and report back to the Audit Committee by April 30, 2002.

(Note: Individual Management Letters distributed to Members only)

9. AUDIT MANAGEMENT LETTERS RELATING TO INDIVIDUAL BUSINESS IMPROVEMENT AREAS

(DEFERRED FROM AUDIT COMMITTEE MEETING OF FEBRUARY 8, 2002)

City Auditor

(January 28, 2002)

Recommending that:

- (1) the individual management letters issued for each of the Business Improvement Areas be received for information; and
- (2) the Commissioner of Economic Development, Culture & Tourism be directed to ensure that the issues identified in the individual management letters are addressed and report back to the Audit Committee by April 30, 2002.

(Note: Individual Management Letters distributed to Members only)

10. PROCESSES FOLLOWED IN RELATION TO THE UPGRADE TO SAP VERSION 4.6

City Auditor

(February 21, 2002)

Recommending that:

- (1) the Chief Financial Officer and Treasurer ensure that the SAP production Team Leads update and maintain documentation providing details, including access granted and approvals obtained, for all SAP user profiles, by June 30, 2002; and
- (2) the Chief Financial Officer and Treasurer take the appropriate steps to ensure that the Manager, Payroll and Benefits, System and Reporting:
 - follows appropriate change management procedures for any changes made to the program; and
 - includes the assignment of an individual as a backup to the person who will be primarily responsible for the newly implemented comparison report.

11. PUBLIC INQUIRY IN RELATION TO MFP FINANCIAL SERVICES EQUIPMENT LEASES

Chief Administrative Officer/City Solicitor
(April 3, 2002)

Recommending that the Chief Administrative Officer, in consultation with the Chief Financial Officer and City Solicitor, be authorized to enter into any necessary agreements, as required, in connection with the obligation of the City to pay the costs of the public inquiry, including agreements, in substance satisfactory to the Chief Administrative Officer and in a form satisfactory to the City Solicitor, for commission counsel and inquiry facilities, within the budget limit as set out in this report, and report back periodically on the status of the inquiry budget.

12. IN CAMERA MATTER

MFP FINANCIAL SERVICES EQUIPMENT LEASES- STATUS OF LITIGATION AND FUNDING ISSUE IN THE PUBLIC INQUIRY

Chief Administrative Officer /Commissioner of Corporate Services/City Solicitor
(April 3, 2002)

Confidential report having regard that the subject matter deals with the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

13. 2002 FINANCIAL / VARIANCE REPORTS SCHEDULE

Chief Financial Officer and Treasurer
(March 27, 2002)

Recommending that this report be received.

14. 2000 ARENA FINANCIAL STATEMENTS

Chief Financial Officer and Treasurer
(March 27, 2002)

Recommending that this report be received.

(Note: Individual Financial Statements distributed to Members only)

15. 2000 BUSINESS IMPROVEMENT AREA FINANCIAL STATEMENTS

Chief Financial Officer and Treasurer
(March 28, 2002)

Recommending that this report be received.

(Note: Individual Financial Statements distributed to Members only)

16. 2000 COMMUNITY CENTRE FINANCIAL STATEMENTS

Chief Financial Officer and Treasurer
(March 27, 2002)

Recommending that this report be received.

(Note: Individual Financial Statements distributed to Members only)

17. FAIR WAGE POLICY ENHANCEMENTS AND PROCEDURES REVIEW

City Clerk, Administration Committee
(March 26, 2002)

Advising of the Administration Committee's actions at its meeting held on March 26, 2002, in having:

- (1) recommended to Council the adoption of Recommendations Nos. (1) to (9) embodied in the joint report (March 1, 2002) from the Commissioner of Corporate Services and the Manager, Fair Wage and Labour Trades Office, entitled "Fair Wage Policy Enhancements and Procedures Review"; and
- (2) concurred with the following Recommendation No. (10) embodied in the aforementioned joint report:

“(10) this report be forwarded to the Audit Committee for their information as a status report for its meeting on April 11, 2002 (Appendix C).”

18. REVENUE CONTROLS REVIEW - TORONTO POLICE SERVICE

Acting Chair, Toronto Police Services Board
(March 20, 2002)

Recommending that the Audit Committee receive this report.

19. TRADE LINK

Councillor Howard Moscoe
(March 21, 2002)

Requesting the City Auditor to conduct an audit of the viability of Trade Link and report back.