2019 Purchasing and Expenditure Operational Review - Status Update

#	Recommendations	Status
1	To minimize the risk of potential unauthorized payments, the CFO & Corporate Secretary, should develop exception reports to track and monitor changes made to the Vendor Masterfile. These changes should be reviewed on a quarterly basis to ensure that they are valid.	**Complete** - Commencing June 2020 staff review the Vendor Master File for changes on a quarterly basis in accordance with the recommendation.
2	To ensure that vendor records are current, valid and complete the CFO & Corporate Secretary should conduct an annual review of the Vendor Masterfile to identify any incomplete, inactive or duplicate vendor records.	**Complete** - Staff have reviewed the Vendor Master File and have removed all inactive, duplicate, and incomplete records. This will now be done annually.

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3	To ensure that spending against purchase orders is adequately tracked and monitored, the CFO & Corporate Secretary should: i. Implement a formalized process for the review of purchase orders, and ensure that the results of the review are documented and followed up on appropriately. ii. Generate quarterly reports to track payments made to vendors.	**Complete** - i. Staff worked with City PMMD and have implemented the Request for Purchasing Goods & Services Software (RPGS). There have been some delays associated with COVID-19. The benefits of RPGS is that it will increase the efficiency of Exhibition Place staff, and simplify the experience for the end users with respect to purchasing. RPGS will improve the controls environment surrounding the purchasing of goods and services from external suppliers, to ensure they are authorized, accurate, and that the service received or goods purchased are complete. As part of the implementation and training, staff are directed to provide sufficient details as recommended from our internal audit. RPGS does not have any formal reporting for POs or vendor spend, therefore staff have internally developed a quarterly report identifying the spend against POs and vendors. In addition Accounts Payable staff are populating the invoice field in the Great Plains financial reporting system with the RPGS# and PO# to allow for retrieval of greater adhoc reporting on PO's and vendors to track payments in the Accounts Payable module. ii. Staff have developed a Quarterly PO Status Report that provides actual spend versus PO and vendors. This report was developed and used effective June 2020.

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4	To ensure that invoice billings are valid, the CFO & Corporate Secretary should ensure that sufficient details are included in the Exhibition Place issued Purchase Orders. Purchase orders should outline the goods and services being procured, as well as, the quantity and price. This should be considered going forward when implementing the new Request for Purchasing Goods & Services (RPGS) system in early 2020 between the City and Exhibition Place.	**Complete –** With the implementation of RPGS there has been an increase in details provided for Purchase Orders and Purchase Requisitions.