

REPORT

ADMINISTRATIVE SERVICES COMMITTEE

MEETING DATE: MARCH 29, 2016

FROM: Internal Audit Department

DATE: February 25, 2016

SUBJECT: Internal Audit - 2015 Annual Report & 2016 Annual Work Plan

LOCATION:

WARD: Town wide

Page 1

RECOMMENDATION:

That the report dated February 25, 2016, from the Internal Auditor department be received, and the recommendation and action plan reported be implemented by management.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Director of Internal Audit is responsible for the development of a flexible audit plan using an appropriate risk-based methodology.
- The main activities of the Internal Audit department are summarized in the annual report.
- The department
 - completed seven projects,
 - participated in four corporate projects, including the implementation of the Ethics and Efficiency Hotline, and
 - provided advisory services to management.
- An overview of the department's performance over the past seven years is presented in the annual report.
- The annual work plan includes projects that address a wide range of areas and are consistent with the Internal Audit mandate.
- The number of projects included in the plan is based on time requirement for each project and the productive time available.
- Approximately 350 hours are allocated to provide internal audit services for Oakville Enterprises Corporation (formally known as Oakville Hydro Corporation).

BACKGROUND:

The Administrative Services Committee assists Council in fulfilling its oversight responsibilities for the financial reporting process, the system of internal controls

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and audit process. One of the responsibilities of this Committee is receiving reports from the internal auditor and ensuring that appropriate actions are taken by staff where required.

COMMENT/OPTIONS:

The Internal Audit 2015 Annual Report and 2016 Annual Work Plan report summarizes the results of the 2015 Work Plan and the projects scheduled for 2016; and it is provided to assist the Administrative Services Committee in its oversight of the Internal Audit department.

CONSIDERATIONS:**(A) PUBLIC**

The Internal Audit report assists the Administrative Services Committee in fulfilling its oversight responsibilities for the system of internal controls and the audit process.

(B) FINANCIAL

There are no financial implications from the receipt of this report.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

The Executive Management Team and the Chief Administrative Officer have reviewed the Internal Audit – 2015 Annual Report and 2016 Annual Work Plan.

(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS

This report addresses the corporate strategic goal to:

- continuously improve our programs and services
- be accountable in everything we do
- be honest in everything we do
- treat everyone with respect
- be fiscally sustainable

(E) COMMUNITY SUSTAINABILITY

The Internal Audit department assists Council in its role of representing the public and considering the well-being and interests of the public.

APPENDICES:

Appendix A – Internal Audit – 2015 Annual Report and 2016 Work Plan

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