



Location:	Council Chamber, Tom Davies Square
Commencement:	4:30 PM
Adjournment:	7:20 PM

Minutes

**For the 6th Audit Committee Meeting held
Wednesday, May 4, 2011**

COUNCILLOR EVELYN DUTRISAC, IN THE CHAIR

Present

Councillors Cimino, Berthiaume; Dupuis; Rivest, Belli; Craig (D4:50P) Caldarelli; Kett; Landry-Altmann (A 4:35P); Mayor Matichuk

City Officials

Doug Nadorozny, Chief Administrative Officer; Brian Bigger, Auditor General; Carolyn Jodouin, Senior Auditor; Jamie Canapini, City Solicitor; Christine Hogarth, Chief of Staff, Mayor's Office; Caroline Hallsworth, Executive Director, Administrative Services/City Clerk

Declarations of Pecuniary Interest

None declared.

Closed Meeting

2011-13 Dupuis-Belli: THAT the Audit Committee of the City of Greater Sudbury move to Closed Meeting to deal with two Solicitor-Client Privilege matters regarding Closed Meetings and Privileged Information in accordance with the Municipal Act, 2001, s.239(2).

CARRIED

Recess At 5:32 p.m., the Audit Committee recessed.

Reconvene At 6:00 p.m., the Audit Committee commenced the regular meeting

COUNCILLOR CLAUDE BERTHIAUME, IN THE CHAIR

Present

Councillors Cimino, Dutrisac; Dupuis; Rivest, Belli; Caldarelli; Kett; Landry-Altmann; Mayor Matichuk

City Officials

Doug Nadorozny, Chief Administrative Officer; Brian Bigger, Auditor General; Carolyn Jodouin, Senior Auditor; Bill Lautenbach, General Manager of Growth & Development; Greg Clausen, General Manager of Infrastructure Services; Catherine Matheson, General Manager of Community Development; Lorella Hayes, Chief Financial Officer/Treasurer; Paddy Buchanan, Manager of Accounting; Jim Lister, Co-ordinator of Accounting; Christine Hogarth, Chief of Staff, Mayor's Office; Robert Falcioni, Director of Roads and Transportation; Caroline Hallsworth, Executive Director, Administrative Services/Deputy Clerk; Christopher St-Onge, Audio-Visual Operator; Liz Collin, Council Secretary

Declarations of Pecuniary Interest None declared.

MATTERS ARISING FROM THE "CLOSED MEETING"

Councillor Dutrisac reported that the Audit Committee met to deal with two Solicitor-Client Privilege matters regarding Closed Meetings and Privileged Information in accordance with the Municipal Act, 2001, s.239(2) and that no resolutions emanated therefrom.

Presentations

- 1 . Report dated April 28, 2011 was received from the Auditor General regarding the Audit of Accounts Payable.

Brian Bigger, Auditor General, made an electronic presentation on the Audit of Accounts Payable. He stated that his findings and conclusion are based on Accounts Payable data specifically extracted for this audit, and a comparison of the conditions, as they existed at the time the auditors initiated the audit on October 4, 2010. He stated that the primary objectives of this audit were to evaluate the adequacy and effectiveness of internal controls related to accounts payable and vendor management.

The Auditor General identified fourteen recommendations with eight (8) recommendations of high importance:

1. Accounts Payable Policies and Procedures Manual;
2. Handling of voided cheques;
3. Implementation of purchase orders into People Soft to reduce duplicate invoices;
4. Accountability and documentation of Vendor management;
5. Segregation of duties and People Soft access
6. Establishing formal payment terms;
7. Evaluate the use of P-Cards to decrease number of low dollar transactions; and
8. Establish a policy for updating the authority listing for invoice approval.

The following motion was presented:

2011-14 Cimino-Dupuis: THAT the Audit Committee accept the report dated December 14, 2010, identifying audit observations, conclusions, and recommendations made by the Auditor General's Office through their audit of Accounts Payable.

CARRIED

- 2 . Report dated April 28, 2011 was received from the Auditor General regarding the Audit Follow-up Status Report.

Brian Bigger, Auditor General, made an electronic presentation on the follow-up status report – Miscellaneous Roads Winter Maintenance. He explained a total of 32 recommendations were reviewed; 19 recommendations have been fully implemented; 11 recommendations not fully implemented and 2 recommendations are not being implemented as they are no longer necessary. He stated the 11 recommendations that are not fully implemented are in progress. He believes the implementation of the recommendations contained in the report have strengthened controls, and resulted in operational efficiencies.

Managers' Reports

- 3 . The Audit Committee discussed setting future meeting dates, up to and including December 2011. Meetings will usually be held the first Wednesday of each month, excluding July and August.
- The Meeting dates are as follows: June 8, September 7, October 5, November 2, and December 7. For July and August it was suggested July 12 and August 19, to coincide with the Planning Committee Meetings.

Adjournment

2011-15 Rivest-Cimino: THAT this meeting does now adjourn. Time: 7:20 p.m.

CARRIED

Caroline Hallsworth, Executive Director
Administrative Services/City Clerk