

# Administrative Update on Auditor Dashboard

## Recommendation

That the November 9, 2018, Office of the City Manager report CR\_ 6545, be received for information.

## Executive Summary

The Administrative Update on Auditor Dashboard provides status updates on audit recommendations that are more than six months overdue. For this reporting period, there are two recommendations that are more than six months overdue as outlined below.

## Report

### Audit 15391 - Bus and LRT Review

#### Recommendation 3 - Transit Funding and Fares

*The City Auditor recommends that the Edmonton Transit Service Branch Manager*

- A. Engage City Council in a discussion on the societal benefits of public transit;*
- B. Establish a revenue/cost ratio target that conveys the value City Council places on societal benefits; and*
- C. Establish a fare procedure that sets out the fare structure*

Administration has completed best practice fare structures research across Canada. Results from public engagement and stakeholder consultation are currently being analyzed and will inform the Fare Policy Report scheduled to go forward to Community and Public Services Committee on November 28, 2018 for discussion and consideration, and to align with 2019-2022 budget submissions.

### Audit 17420 - Continuous Auditing Vendor Master File

#### Recommendation 4 - Vendor Master File Monitoring

*The OCA recommends that Branch Manager Financial Services develops and implements a management monitoring process to ensure the accuracy and validity of the Vendor Master File. This process should include, at a minimum: Periodic deactivation process for dormant vendors and former employees; Periodic testing of quality of data; and Daily control tests for vendor set up and changes.*

This is the last of four recommendations made in this audit. The initial file cleanup substantially streamlined the Vendor Master File, reducing its size by 73 percent. Support, documentation, controls, approvals and forms have been developed based on best practice to ensure that changes to the file are appropriate and maintain data hygiene. A cyclical ongoing cleaning process has been defined and implemented, which also completes the requirement for a project to clean up the current vendor master file (Audit Recommendation 3). This will ensure that each record is reviewed at least annually with all the appropriate tests. Administration expects that final actions to fully implement the recommendation, including the implementation of a process to deactivate former employees and finalization of all associated documentation, will be complete for review and closure by the City Auditor by November 30, 2018.

### Corporate Outcomes and Performance Management

Corporate Outcome(s): Conditions of Success			
Outcome(s)	Measure(s)	Result(s)	Target(s)
Timely closure of audit recommendations	Number of audit recommendations more than six months overdue	Two recommendations are more than six months overdue.  -Bus and LRT Review Recommendation 3  - Vendor Master File Recommendation 4	December 31, 2018  November 30, 2018