
***The Corporation of the City of
Richmond Hill
Outstanding Audit
Recommendations Follow up
Audit Report***

November 2021 Audit Committee

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1.0 Management Summary

Audit Services has completed a follow up of outstanding audit recommendations for the Corporation of the City of Richmond Hill (“the City”). These recommendations are comprised of the audit report recommendations issued up to and including August 31, 2021.

There were 58 audit recommendations originally issued through five audit reports currently on our list for follow up. Management has implemented 57 (98%) of these recommendations.

For a detailed summary of audit reports followed up and recommendations issued, completed and outstanding, please refer to section 4.0. Additional detail is available upon request from the Director, Audit Services.

Our audits were conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

2.0 Introduction

As part of the City’s Audit Plan, the Audit Services Branch performed a follow up of outstanding audit recommendations. These recommendations included those noted in audit reports up to and including August 31, 2021.

The Audit Plan developed by the City used a Risk Assessment Methodology that helps to define the different risks associated with the various processes within the City. It is one tool that the City used in assessing where best to allocate audit resources.

On behalf of the City Manager, Audit Services followed up on the status of issued audit recommendations. To provide this update, Audit Services contacted the Commissioners and Directors to confirm the status of the issued recommendation(s) relating to their area. This is an integral part of our audit process that allows us to confirm that the opportunities for improvement outlined in the audit report(s) have been implemented.

Department heads were e-mailed requests containing:

1. A summary of outstanding audit recommendation(s) for their area.
2. A request to provide a status update and a confirmation of the original due date for implementation of the recommendation, or a new anticipated implementation date if necessary.
3. Finally, an Executive Sign-off Form, to be signed by the Commissioner and Director responsible for the implementation of the recommendation(s), was also sent.

3.0 Objectives and Scope

The objective for this engagement was to provide feedback to the City's Audit Committee and City Manager as to the disposition of issued audit recommendations.

Our scope of work related to this follow up report includes all outstanding audit recommendations issued prior to August 31, 2021.

4.0 Detailed Observations and Recommendations

4.1 Detail Summary Statistics for Outstanding Audit Recommendations Followed Up

- Table A summarizes the outstanding audit recommendations followed up for this review.
- Table B is a detailed summary of the outstanding audit recommendation which was followed up for this review.

Michelle Morris
Director – Audit Services - Regional
Municipality of York

TABLE A – Summary of Outstanding Audit Recommendations Follow up as of August 31, 2021

Audit Report	Number of opportunities originally highlighted	Completed as of 8/31/21	Not yet complete	% Not yet complete	Date of Audit Report	Date Reported to Audit Committee
Contract Management for Public Works and the Performing Arts Division	20	20	0	0%	January 2017	September 2017
Development Charges, Fees and Securities	8	8	0	0%	June 2017	September 2017
Facility Design, Construction & Maintenance Services Project Management	12	12	0	0%	March 2018	June 2018
Development Charges Process Changes	3	3	0	0%	November 2018	November 2019
By-Law and Licensing Enforcement	15	14	1	7%	March 2019	November 2019
Totals	58	57	1	2%		

TABLE B – Summary of Outstanding Audit Recommendations as of August 31, 2021

Audit Report	Recommendation	Management response	Original due date	Current due date
By-Law and Licensing Enforcement	6.6 Scheduling Follow Up We recommend that the City set up a protocol for ensuring that compliance dates are adhered to.	Original Management Response The Energov software has the ability to send alert email notifications at compliance dates. The use of these alerts will be investigated through phase 2 of the software transition Management Response for November 2021 Audit Committee The Corporation has not yet activated use of notifications in Energov as we are working to ensure that all services to the systems are integrated into the system first. System notifications to ensure adherence to compliance dates will be implemented in a later phase.	Q4 2020	Q4 2022