



**SUBJECT: Office of the City Auditor - Workplan update**

**TO: Audit Committee**

**FROM: City Auditor's Office**

Report Number: CA-04-21

Wards Affected: Not applicable

File Numbers: 430-01

Date to Committee: December 8, 2021

Date to Council: December 14, 2021

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**Recommendation:**

Receive and file city auditor's office report CA-04-21 providing an update to the workplan for the office of the city auditor.

**PURPOSE:**

**Vision to Focus Alignment:**

- Deliver customer centric services with a focus on efficiency and technology transformation
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**Background and Discussion:**

On September 8, 2021, Audit Committee received a six-month workplan for the Office of the City Auditor (report # CA-01-21). The following report demonstrates a majority of work items are complete and/or in-progress with associated deadlines.

Going forward into 2022 and beyond; Audit Committee will receive a quarterly report from the Office of the City Auditor identifying progress against the Annual Audit Plan.

### Strategy/process

Report 'CA-01-21 Office of the City Auditor update' identified the following six-month workplan:

	Work theme	Deadline	Status
1	Prepare the 2022 risk-based Annual Audit Plan	February 2022	In Progress (on track)
2	Support the work of the Audit Committee's sub-committee reviewing its Terms of Reference	Dec 8, 2021	Complete
3	Prepare and report to Audit Committee at next regularly scheduled meeting on December 8, 2021	Dec 8, 2021	Complete
4	Review existing Internal Audit methodology, tools and processes; and update if required	Dec 31, 2021	In Progress (on-going)*
5	Support the corporate-wide initiative to update the 'Service Business Plan' for Office of the City Auditor	Sep 29, 2021	Complete
6	Support the corporate-wide initiative to update the 'Job Information Questionnaire' for the City Auditor position	Sep 24, 2021	Complete

\*Note: Reviewing and updating Internal Audit methodology to stay consistent with professional standards is a continuous process and will continue beyond 2021.

Other key activities included:

1. Introductory 'roadshows' were conducted with Management from across the organization.
2. Three minor advisory projects were completed; at the request of staff.

### Options Considered

This report is intended to provide an information update to Audit Committee. There were no alternatives considered when drafting this report.

### Financial Matters:

#### Total Financial Impact

The Office of the City Auditor is supported by an operating budget approved annually by Council through the budget process. There are no financial implications through this report.

#### Source of Funding

Operating budget as approved by Council.

**Other Resource Impacts**

Not applicable.

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**Climate Implications**

Not applicable.

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**Engagement Matters:**

Not applicable.

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**Conclusion:**

This report is intended to provide an informational update to Audit Committee about the activities of the City Auditor.

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Respectfully submitted,

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City Auditor

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**Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.