

City of Burlington Office of the City Auditor DASHBOARD

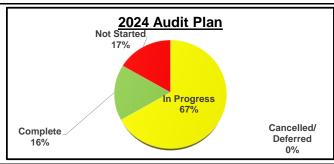
Report # CA-13-24 Effective: Aug 21, 2024

	Audit Plan Status				
Audit Plan	Percentage Complete		Audit Phase	Project Status	Due Date
Procurement (< \$50,000)		100%	-	Complete	12-Sep-23
Cash Handling/Revenues		65%	Fieldwork	In Progress	4-Dec-24
Community Funding & Grant programs		25%	Planning	In Progress	4-Dec-24
Anti-Fraud Awareness & Education Program		85%	Fieldwork	In Progress	4-Dec-24
Cyber-Security ("Detect & Respond" controls)		20%	Planning	In Progress	Q1 2025
AVL Implementation		0%	-	Not started	Q1 2025

Highlights from the Last Quarter

- Procurement Audit Complete and presented to Audit Committee; see report CA-14-24.
- Cash Handling/Revenues Fieldwork phase in progress (complete in some depts, in-progress in others). Depts under review: Finance, Parking, Transit, Recreation, Bylaw Compliance, Halton Court Services and Service Burlington. Audit scope defined to include: business process for revenues, IT controls, physical security controls, POS & ERP integration, policy framework.
- Community Funding/Grants Audit Planning underway with successful kick-off meetings with multiple depts. On track for Dec 4.
- Cyber-Security (Detect/Respond) Audit Planning: scope of work defined; procuring third-party co-sourcing experts to support the audit. Fieldwork scheduled for Nov/Dec with completion in Jan 2025.
- AVL Implementation Audit Not started focus this past quarter was to wrap up Procurement and Cash/Revenue audits. Audit will begin in Sept/Oct, but completion is delayed from Dec 4, 2024 to Q1 2025.
- Anti-fraud Program: work on-going; focus this past quarter was reviewing and updating HR policies related to fraud.
- Meeting/on-boarding with new Head of Corporate Affairs.
- Updated Office of the City Auditor's Charter; see report CA-15-24.
- Supporting the review of the Audit Committee's effectiveness as per Terms of Reference.

Changes to Annual Audit Plan						
None						
Other Initiatives						
Project Name	Status					
Advisory - Supporting the Burlington Leadership Team	Complete					
Advisory - Supporting Risk Community of Practice	Continuous					
Admin - Performance Management process	In Progress					
Admin - Supporting Staff Interviews	Complete					
Advisory - Supporting HR for policy review	In Progress					
Advisory - Supporting Audit Committee effectiveness	In Progress					



Key Performance Indicators (KPI's)						
	Actual to Date	Target	Comments			
Output						
Completion of 2024 Audit Plan	16.7%	100%	See chart above for details.			
Percentage of recommendations accepted by Management	100%	100%				
Percentage of recommendations completed	23.1%	85%	14 New MAPS added in 2024			
Percentage of recommendations implemented by the original agreed date	100%	85%				
Quality						
Post Audit Survey	84.3%	85%	Includes all 2022-2024 Audits			
Quality Assurance Review	100%	100%	Includes all 2022-2024 Audits			
Continuing Professional Education						
Chartered Professional Accountant (CPA) & CIA/CRMA/CFE Accreditations	31	40	Webinars: Cyber-security, AI, CoPilot			

Budget				
	BUDGET	ACTUALS	Variance (\$)	
Professional Development (i.e. Training, Prof. Memberships)	\$5,000	\$2,031	\$2,969	Α
Purchased Services (i.e. External Consulting, Mobile phone)	\$42,520	\$1,897	\$40,623	В

Note A - Includes annual membership to IIA, ACFE, MIAA, CPA. Note B - Includes quality assurance fee payable to Deloitte.