



**SUBJECT:** Quarterly dashboard for office of the city auditor

**TO:** Audit Committee

**FROM:** Office of the City Auditor

Report Number: CA-17-24

Wards Affected: Not applicable

Date to Committee: December 4, 2024

Date to Council: December 10, 2024

---

**Recommendation:**

Receive for information office of the city auditor's report CA-17-24 providing a quarterly dashboard of City Auditor Key Performance Indicators (KPI's) attached as Appendix A.

**PURPOSE:**

**Vision to Focus Alignment:**

- Designing and delivering complete communities
- Providing the best services and experiences
- Protecting and improving the natural environment and taking action on climate change
- Driving organizational performance

---

**Executive Summary:**

The City Auditor provides a quarterly report containing key performance indicators for the Audit Committee. This dashboard is an accountability and transparency mechanism intended to demonstrate the quarterly progress of audit work by the City Auditor to Audit Committee.

---

**Background and Discussion:**

Through report# [CA-05-22](#) (dated June 8, 2022), the City Auditor committed to providing a quarterly dashboard of key performance indicators (KPI's) to Audit Committee. These

KPI's were developed from an analysis of literature published by the Institute of Internal Auditors and is considered a leading practice amongst Directors of Internal Audit at other organizations.

### **Strategy/process/risk**

The objective of the City Auditor's quarterly dashboard is to provide Audit Committee with a one-page summary of the key performance indicators for the Office of the City Auditor and demonstrate progress against the Annual Audit Plan. This report is for informational purposes, but helps to inform the performance management process for the City Auditor described in report #[CA-04-24](#), dated March 6, 2024.

### **Options Considered**

The City Auditor committed to providing Audit Committee with a quarterly dashboard for informational purposes. Although not required, this KPI reporting is considered a leading practice amongst other Internal Audit functions in other organizations. No other options were considered.

---

## **Financial Matters:**

### **Total Financial Impact**

Not applicable to this report.

### **Source of Funding**

Funding identified in the attached dashboard is provided through the operating budget of the Office of the City Auditor; approved annually by City Council.

### **Other Resource Impacts**

Not applicable to this report.

---

## **Climate Implications:**

Not applicable to this report.

---

## **Engagement Matters:**

Not applicable to this report.

**Conclusion:**

The Office of the City Auditor's Quarterly Dashboard is an accountability and transparency mechanism intended to demonstrate the quarterly progress of audit work by the City Auditor to Audit Committee.

---

Respectfully submitted,

Maciej Jurczyk, CPA, CIA, CRMA, LSSGB, CFE

City Auditor

905-335-7777

[maciej.jurczyk@burlington.ca](mailto:maciej.jurczyk@burlington.ca)

**Appendices:**

- A. Appendix A: Quarterly Dashboard for Office of the City Auditor

**Report Approval:**

All reports are reviewed and/or approved by the Department Director, Chief Financial Officer and the Commissioner, Legal & Legislative Services & City Solicitor.