



2021 Internal Audit Work Plan Revisions

Item 2F

September 2, 2021

Building Investment, Finance and Audit Committee

Report: BIFAC:2021-74

To: Building Investment, Finance and Audit Committee
("BIFAC")

From: Manager, Internal Audit

Date: August 13, 2021

PURPOSE:

The purpose of this report is to seek the BIFAC's approval of revisions to 2021 Internal Audit Work Plan (the "2021 Work Plan"), as presented in Attachment 1 to this report.

RECOMMENDATION:

It is recommended that the BIFAC approve the revisions to Internal Audit's 2021 Work Plan, as presented in Attachment 1.

REASONS FOR RECOMMENDATION:

Background

Each year, BIFAC approves Internal Audit's annual work plan as per section *F Internal Audit, Accounting Systems and Internal Controls* of the BIFAC Charter, which describes one of the BIFAC responsibilities as: "Reviewing and approving the Internal Audit work plans..."

The 2021 Internal Audit Work Plan was approved by the BIFAC on February 5, 2021 and any subsequent edits require BIFAC approval.

2021 Internal Audit Work Plan Revisions

The recommended revisions to the 2021 Work Plan are set out in Attachment 1 to this report.

There are two tables, as follows:

- 1) **Table 1 – Audits deleted from 2021 work plan:** Engagements that management requested to delete from the 2021 Work Plan; and
- 2) **Table 2 – Audits added to 2021 work plan:** New engagements added to the 2021 Work Plan.

Resource Requirements

We believe we have the resources available to complete and/or substantially complete all engagements in the 2021 Work Plan as presented in this document.

IMPLICATIONS AND RISKS:

Internal Audit will provide BIFAC with quarterly updates on the status of all Internal Audit engagements.

SIGNATURE:

“Karim Jessani”

Karim Jessani
Manager, Internal Audit

ATTACHMENT:

1. 2021 Internal Audit Work Plan Revision

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2021 Internal Audit Work Plan Revision

Audit Engagement	Description	Potential Risk	Alignment with ERM Priority Risks	Division	Time Est. (Hours)	Estimated Start	Comments
Table 1 - Audits deleted from 2021 work plan							
Business Continuity & Disaster Recovery Plan Review	A review of TCHC Business Continuity & Disaster Recovery plan.	- Inadequate measures in place to prepare and respond to emergencies or service disruptions. - Reputational risk due to unavailability of information or services.	2- Data Governance & Integrity 13- Organization Resiliency	ITS, Operations, ERM	363	Q-2	Management informed us that TCHC currently does not have a corporate Business Continuity Plan (BCP). Management will be developing a proposed corporate BCP framework to be presented to ELT this year. It will be more beneficial if this audit is conducted once the plan is implemented.
Budgeting & Monitoring Process Review	A review of financial planning, budgeting and monitoring process.	- Inadequate policies and procedures to manage the budgeting process. - Inadequate or ineffective monitoring of the approved budget.	4- Operational Processes 8- Records Management	Finance	363	Q-2	Management informed us that, from 2022, Yardi will be used for budgeting and monitoring purposes. It will be more beneficial if this audit is conducted after the staff is familiar with the new system.

Table 2 - Audits Added to 2021 work plan							
CSU Operations Review	An operational review of the effectiveness and efficiency of CSU core operations.	- Inadequate policies and procedures. - Non-compliance with policies & procedures and applicable legislation. - Inefficient use of available resources.	4- Operational Processes 5- Physical Safety 16- Health & Safety 20- Non-compliance with Legislations & Regulations	CSU	363	Q-3	To replace the deleted audits in Table 1 above, we selected this audit from Internal Audit Rolling Plan, approved by BIFAC on Feb. 05, 2021.

Audit Engagement	Description	Potential Risk	Alignment with ERM Priority Risks	Division	Time Est. (Hours)	Estimated Start	Comments
Learning & Organizational Development Operational Review	An operational review of learning & organizational development function including Performance Management Program (PMP).	<ul style="list-style-type: none"> - Inadequate identification/management of staff training needs. - Ineffective PMP process. - Sub-optimal value for money invested in organizational training. 	<ul style="list-style-type: none"> 13-Organizational Resiliency 14- HR Process 	HR	363	Q-4	To replace the deleted audits in Table 1 above, we selected this audit from Internal Audit Rolling Plan, approved by BIFAC on Feb. 05, 2021.