

**Internal Audit: 2017 Internal Audit Work Plan – Q1-17 Update**

Item 3

May 18th, 2017 (Deferred from April 20, 2017)

Building Investment, Finance and Audit Committee

Report: BIFAC:2017-18**To:** Building Investment, Finance and Audit Committee
(BIFAC)**From:** Chief Internal Auditor**Date:** March 31, 2017**PURPOSE:**

To provide the Building Investment, Finance and Audit Committee (“the Committee”) with the Q1-17 status update of the 2017 Internal Audit Work Plan.

RECOMMENDATIONS:

It is recommended that the Committee receive this report for information.

REASONS FOR RECOMMENDATIONS:

The Internal Audit Department consists of two distinct functions – (i) Internal Audit and (ii) Investigations. As such, there are two 2017 Work Plans, one for each function.

The status update for the Q1-17 Internal Audit Work Plan is set out in **Attachment 1** and the Q1-17 Investigations Work Plan is set out in **Attachment 2**.

The status updates set out those items in the Work Plans that:

- a) Are currently in progress; and
- b) Have not yet been started.

As it is still relatively early in the year, the Q2-17 status update will give the Committee a better indication of the progress being made on the 2017 Work Plan.

IMPLICATIONS AND RISKS:

Work Plans are generally developed to be completed in their entirety. There is always the risk that not everything will be completed. Such risk is mitigated by prioritizing and completing those items to be completed.

Quarterly reporting to the Committee, such as this report, provides information about the progress that is being made in the 2017 Work Plans.

SIGNATURE:

“Michael Vear”

Michael Vear, CA, CPA, CPA (Illinois)
Chief Internal Auditor

ATTACHMENT:

1. Internal Audit – 2017 Work Plan – Status Update as at March 31, 2017
2. Investigations – 2017 Work Plan – Status Update as at March 31, 2017

STAFF CONTACT:

Michael Vear, Chief Internal Auditor
416-981-4065
Michael.Vear@torontohousing.ca

Genevieve Segu, Manager, Internal Audit
416-981-4397
Genevieve.Segu@torontohousing.ca

Siu On Wong, Manager, Investigations
416-981-4396
Siu-On.Wong@torontohousing.ca

INTERNAL AUDIT - 2017 WORK PLAN - STATUS UPDATE AS AT MARCH 31, 2017



Item No	2017 Work Plan Item	Status
----------------	----------------------------	---------------

In Progress

2014IA08	Social Investment Fund grants.	Draft report completed, awaiting Management's Response.
2015IA03	Accounts Payable process and system.	Fieldwork ongoing.
2015IA05	TCHC employee access to TCHC buildings.	Fieldwork completed. Draft report in progress.
2016IA01	Information & Technology Services risk assessment.	Initial planning and discussions with management completed.
2016IA03	Rent Geared to Income calculation reviews - 2016 year end.	Fieldwork completed. Draft report in progress.
2017IA03	Human Resources Information System (HRIS) development and implementation.	Consulting engagement on the HRIS development ongoing. Post implementation review to commence Q417.
2017IA05	Tenant parking charges.	Fieldwork ongoing.

Not Yet Started

2015IA07	Unit vacancy program	An evaluation of how units are turned around, from notice to vacate to the new tenant moving in - subject to engagement scoping discussion with Asset Management leadership.
----------	----------------------	--

INTERNAL AUDIT - 2017 WORK PLAN - STATUS UPDATE AS AT MARCH 31, 2017

Item No	2017 Work Plan Item	Status
2017IA01	Internal Audit Department Charter.	Development of a charter for the Internal Audit function.
2017IA02	TCHC policy development, completeness, and compliance.	Review of the TCHC policy process, including policy prioritization and development, scope and completeness of policies in place, and corporate compliance with policies.
2017IA04	Information Technology Services (ITS) asset inventory program.	A review of the programs in place to track the number and type of ITS assets that are deployed to TCH staff.
2017IA06	Rent Geared to Income calculation reviews - 2017 year end.	An annual review of RGI rent calculations, in consultation with TCHC's external auditors.
2017IA07	Internal Audit Department Annual Operational Risk Assessment.	The annual assessment of departmental operational risks that will be used to develop the 2018, and future, Internal Audit Work Plan.
2017IA09 (formerly 2017IA05)	Follow up on the implementation of recommendations from previous Internal Audit reports.	The annual review of the status of recommendations made in previous Internal Audit reports.

INVESTIGATIONS - 2017 WORK PLAN - STATUS UPDATE AS AT MARCH 31, 2017

Item No	2017 Work Plan Item	Status
----------------	----------------------------	---------------

In Progress

2013Inv5	Training of field staff with respect to completion of tenant forms and receipt of documents during the tenant Annual Review process.	Presentation has been revised. Will be conducted via courses on the 2017 TCHC learning calendar.
2014Inv2	CCTV video requests.	Draft report is in progress.

Not Yet Started

2014Inv3	Protocol re: recovery of revenue and assets.	Develop a protocol with Legal and Operations with respect to the recovery of revenue and/or assets from tenants, where applicable.
2017Inv1	Review of the reporting process arising from investigations completed.	This review will include: - looking at the structure, format, and content of reports prepared; and - the processes used to prepare reports, distribute reports, and follow up on recommendations made in reports.