

**Internal Audit: 2017 Internal Audit Work Plan – Q217 Update**

Item 4

July 18, 2017

Building Investment, Finance and Audit Committee

Report:	BIFAC:2017-49
To:	Building Investment, Finance and Audit Committee (BIFAC)
From:	Chief Internal Auditor
Date:	July 9, 2017

PURPOSE:

To provide the Building Investment, Finance and Audit Committee (“the Committee”) with the Q217 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 Q217 status update for the 2017 Internal Audit Work Plan is set out in **Attachment 1** and the Q117 status update for the 2017 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.

This Q217 status update gives 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 June 30, 2017
2. Investigations – 2017 Work Plan – Status Update as at June 30, 2017

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INTERNAL AUDIT - 2017 WORK PLAN - STATUS UPDATE AS AT JUNE 30, 2017

Item No 2017 Work Plan Item

Status

In Progress

2014IA08 Social Investment Fund grants.	Fieldwork completed. 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 completed.
2016IA01 Information & Technology Services risk assessment.	Initial planning and discussions with management completed. Fieldwork to start Q3 2017
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.
2017IA01 Internal Audit Department Charter.	Research and benchmarking ongoing.

INTERNAL AUDIT - 2017 WORK PLAN - STATUS UPDATE AS AT JUNE 30, 2017

Item No	2017 Work Plan Item	Status	Est. Start Date
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.	Q4 2017
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.	Q4 2017
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.	Q4 2017
2017IA06	Rent Geared to Income calculation reviews - 2017 year end.	An annual review of RGI rent calculations, in consultation with TCHC's external auditors.	Q3 2017
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.	Q4 2017
2017IA09 (formerly 2017IA05)	Follow up on the implementation of recommendations from previous Internal Audit	The annual review of the status of recommendations made in previous Internal Audit reports.	Q3 2017

INVESTIGATIONS - 2017 WORK PLAN - STATUS UPDATE AS AT JUNE 30, 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.	<p>Develop a protocol with Legal and Operations with respect to the recovery of revenue and/or assets from tenants, where applicable.</p> <p>With the ongoing search for a General Counsel, this item may very well be deferred until 2018.</p>
2017Inv1	Review of the reporting process arising from investigations completed.	<p>This review will include:</p> <ul style="list-style-type: none">- 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. <p>This item will commence in Q317.</p>