

ST. JOHN'S

Report - Audit and Accountability Standing Committee

March 25, 2021

10:00 a.m.

Virtual

Present: Boyd Chislett, Citizen Representative - Chair
Mayor Danny Breen
Councillor Deanne Stapleton
Kevin Breen, City Manager
Derek Coffey, Deputy City Manager of Finance and Administration
Sean Janes, City Internal Auditor
Sean McGrath, Senior Internal Auditor
Karen Chafe, Supervisor-Office of the City Clerk

Others: Jamie Korab, Councillor - Ward 3
Shelley Traverse, Manager of Financial Services
Rick Squires, Manager of Supply Chain
Kris Connors, Manager of Budget and Treasury

1. 2021 Audit Plan

Mr. Sean Janes, City Internal Auditor presented the 2021 Audit Plan.

It was questioned how audit priorities are determined. Staff advised that discussions with management and Internal Audit's own observations inform the focus for priority with a lens on the City's strategic directions. In addition, research is regularly conducted by Internal Audit on the trends, issues, and risks that face other municipalities.

Chairperson Chislett suggested that a list or matrix be developed of the areas in need of audit and the criteria for determining their priority.

Moved By Danny Breen
Seconded By Deanne Stapleton

That Council approve the 2021 audit plan.

MOTION CARRIED

2. Vendor Master File, Electronic Funds Transfer and Wire Transfer Audit Report

Staff conducted a power point presentation on this matter, led by Sean McGrath, Senior Internal Auditor. Rick Squires, Manager of Supply Chain and Shelley Traverse, Manager of Financial Services were present for this portion of the meeting.

In response to the City's experience with fraudulent activity, the Deputy City Manager of Financial Management advised that the City has received its share of phish emails; and fraud training has been conducted to assist staff in the detection and handling of phish schemes. Protocols and mechanisms have been put in place and continue to be monitored to offset the potential for fraudulent activity.

Mr. Squires and Ms. Traverse retired from the meeting following discussion at 10:45 am.

Moved By Deanne Stapleton
Seconded By Danny Breen

That Council approve the Vendor Master File, Electronic Funds Transfer and Wire Transfer Audit Report and the associated action plans put forth by management.

MOTION CARRIED

CHAIR, BOYD CHISLETT