



**CITY OF HAMILTON  
CITY MANAGER'S OFFICE  
Audit Services Division**

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	January 23, 2017
<b>SUBJECT/REPORT NO:</b>	Follow Up to Audit Report 2013-05 Community and Emergency Services - Food Services (Arenas and Recreation Facilities) (AUD17003) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Charles Brown CPA, CA, CPA (Illinois) 905-546-2424 x4469
<b>SUBMITTED BY:</b>	Charles Brown CPA, CA, CPA (Illinois) Director, Audit Services City Manager's Office
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That Report AUD17003, respecting the follow up of Audit Report 2013-05, Community and Emergency Services – Food Services (Arenas and Recreation Facilities), be received.

**EXECUTIVE SUMMARY**

Audit Report 2013-05 was originally issued in October 2013 and management action plans with implementation timelines were included in the Report. In May 2016, Audit Services conducted a follow up exercise to determine if appropriate and timely actions had been taken, with some additional work conducted during December 2016. Of the 14 recommendations made in the original Report, three recommendations have been completed, one recommendation had a suitable alternative implemented, nine recommendations are in progress and 1 recommendation is not completed. Details of implementation specific to each recommendation are included in Appendix "A" to Report AUD17003.

***Alternatives for Consideration – Not Applicable***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)**

Financial: None.  
Staffing: None.  
Legal: None.

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**HISTORICAL BACKGROUND (Chronology of events)**

Audit Report 2013-05, Community and Emergency Services – Food Services (Arenas and Recreation Facilities), was originally issued in October 2013. The Report provided 14 recommendations to strengthen internal controls, safeguard assets and identify opportunities for administrative efficiencies.

It is normal practice for Audit Services to conduct follow up reviews with 12-18 months following the issuance of the original Report in order to determine whether action plans committed to by department management have been implemented. This follow up audit was delayed as a result of staffing vacancies.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

None.

**RELEVANT CONSULTATION**

The results of the follow up were provided to management responsible for the administration of food services at the City's arenas and recreation facilities – Recreation Division of the Community and Emergency Services Department.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION  
(Include Performance Measurement/Benchmarking Data if applicable)**

The report attached as Appendix "A" to Report AUD17003 contains the original report, Audit Report 2013-05, along with comments indicating Audit Services' findings as a result of the follow up work that was performed.

There were 14 recommendations. Four recommendations were "Completed" or had a suitable "Alternative Implemented", nine were "In Progress" and one was "Not Completed". Appendix "A" to Report AUD17003 contains the details of implementation by recommendation.

Audit Services conducted this follow up audit in conformity with the *International Standards for the Professional Practice of Internal Auditing*. Audit Services believes that the work performed provides a reasonable basis for the follow up comments and conclusions.

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**ALTERNATIVES FOR CONSIDERATION**

**(Include Financial, Staffing, Legal and Policy Implications and Pros and Cons for each alternative)**

Not applicable.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Our People and Performance**

*Hamiltonians have a high level of trust and confidence in their City government.*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report AUD17003.