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TO:	CHAIR AND MEMBERS AUDIT COMMITTEE MEETING ON JUNE 28, 2012
FROM:	L. STEVENS DIRECTOR OF MUNICIPAL HOUSING COMMUNITY SERVICES DEPARTMENT
SUBJECT:	UPDATE ON 2011 INTERNAL AUDIT OF COMMUNITY SERVICES – HOUSING DIVISION

RECOMMENDATION

That, on the recommendation of the Director of Municipal Housing, the following update report on the PricewaterhouseCoopers Internal Audit of Community Services - Housing Division **BE RECEIVED** for information purposes.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Audit Committee, February 1, 2012 – Quarterly Report on Internal Audit Results, a) Community Services – Housing Division Internal Audit Project

BACKGROUND

The Audit committee recommended “*That the following actions be taken with respect to the Quarterly Report on Internal Audit Results, dated February 1, 2012, from PricewaterhouseCoopers:*

- a) *Community Services – Housing Division – the Action Plans included as Appendix ‘A’ of the above-noted report BE IMPLEMENTED”.*

Update

The Housing Division has completed the following eight items with a February 29, 2012 deadline:

Observation #	Action
#1:	Budget submissions from Housing Providers
#2:	One-time funding requests policy
#4:	Documentation of one-time funding request analysis process
#5:	Documentation of site visits for one-time funding requests
#6:	Annual unit inspections performed by Housing Providers – <i>now required as part of one-time funding requests</i>
#9:	Documentation of spot checks performed on RGI calculations
#12:	Formal policy relating to site visits and maintenance reviews
#13:	Documentation of site visits/maintenance reviews

We are on track to meet the remaining deadlines in the report as well.

FINANCIAL IMPACT

There are no financial impacts related to this report.

