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

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".

<u>Update</u>

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

Observation	Action	
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#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 – now required as part of	
	one-time funding requests	
#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.

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	FINANCIAL IMPACT
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There are no financial impacts related to this report.

Agenda Item #	Page #

Acknowledgments

The Housing Division would like to express its appreciation of internal audit process. It allowed us to identify some administrative weaknesses which we were easily able to address. This was also a learning process which provided us the advantage of expert advice from the auditors themselves on the means to do so.

RECOMMENDED BY:				
LOUISE STEVENS				
DIRECTOR OF MUNICIPAL HOUSING				
COMMUNITY SERVICES DEPARTMENT				