



## **Toronto Catholic District School Board**

### **Status Update for Audit Committee**

**January 2020**

## Audit Plan Update:

The following is the status of engagements included in the Toronto Catholic District School Board's 2018-19 Regional Internal Audit Plan.

#	Audits	Status
1	IT Asset Management	<p>To assess whether the Board is adequately managing its IT assets. For this audit, the following types of IT assets are being reviewed:</p> <ul style="list-style-type: none"> <li>• Laptops / Desktops</li> <li>• Mobile devices (i.e. iPads and Chromebooks)</li> <li>• Printers</li> <li>• Audio visual equipment (i.e. large format displays and projectors)</li> </ul> <p>The draft audit report was provided to management for review and comment on October 29<sup>th</sup>. This engagement is expected to be finalized shortly.</p>
2	Records Management	<p>The main objective for this engagement is to determine whether the Board's records are adequately managed from the creation of a record through to destruction of a record that is no longer required to be kept. Engagement was outsourced to KPMG.</p> <p>Management is currently working on a strategy to address the findings contained in the draft report, which will go to the Director's Council for approval. Once approved, management will provide KPMG with a response to the draft report.</p>

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3	Payroll/Human Resources Follow Up	<p>The objective of this engagement is to follow up on findings identified in the Payroll/Human Resources Audit Report that was issued in 2016 and determine whether management has implemented appropriate processes and controls to address these findings.</p> <p>Fieldwork is complete for this engagement. A meeting to review the results of the follow-up and the draft report is scheduled for January 30<sup>th</sup>.</p>
4	Risk Assessment / Three-Year Internal Audit Plan	The risk assessment and three-year internal audit plan was presented to the Audit Committee in September 2019.

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1	Strategic Workforce Planning - Phase 1	<p>Multiphase engagement to assist the Board with ensuring the right skill sets and staffing resources are in place. Key position review and other analysis as needed (i.e. job description and performance review processes).</p> <p>This engagement is currently planned for spring 2020.</p>
2	Usage of Schools Analysis	<p>Analyze to identify optimal use of schools over the summer months. Analyze key data (i.e. cost vs. revenue). Assess current processes and controls and identify opportunities for greater efficiency and cost savings.</p> <p>This engagement is currently being planned, with on-site work expected to begin in February or March.</p>
3	Follow-up	<p>In early February, the RIAT will confirm with management the status of all open audit findings from all RIAT reports issued to the Board. Follow-up work will be selected and scheduled based on the results of this update.</p>