



Toronto Catholic District School Board

Status Update for Audit Committee

June 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"> • Laptops / Desktops • Mobile devices (i.e. iPads and Chromebooks) • Printers • Audio visual equipment (i.e. large format displays and projectors) <p>The draft audit report is currently with management for review and comment. This report will be finalized and issued on receipt of management's response, which has been delayed due to the urgent priorities created by COVID-19.</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</p>

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		provide KPMG with a response to the draft report.
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>This report has been completed and issued and will be discussed at the June 2020 Audit Committee meeting.</p>
4	Risk Assessment / Three-Year Internal Audit Plan	The risk assessment and three-year internal audit plan were 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>A kick-off meeting was held on May 14th, with planning currently underway. Fieldwork has been deferred to September / October 2020, due to COVID-19.</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>Fieldwork is currently underway and is expected to be completed by the end of June. A draft report will be prepared over the summer.</p>
3	Follow-up Activities	<p>The RIAT is currently confirming with management the status of open audit findings from all RIAT reports previously issued to the Board. Future follow-up work will be selected based on the results of this update.</p>