



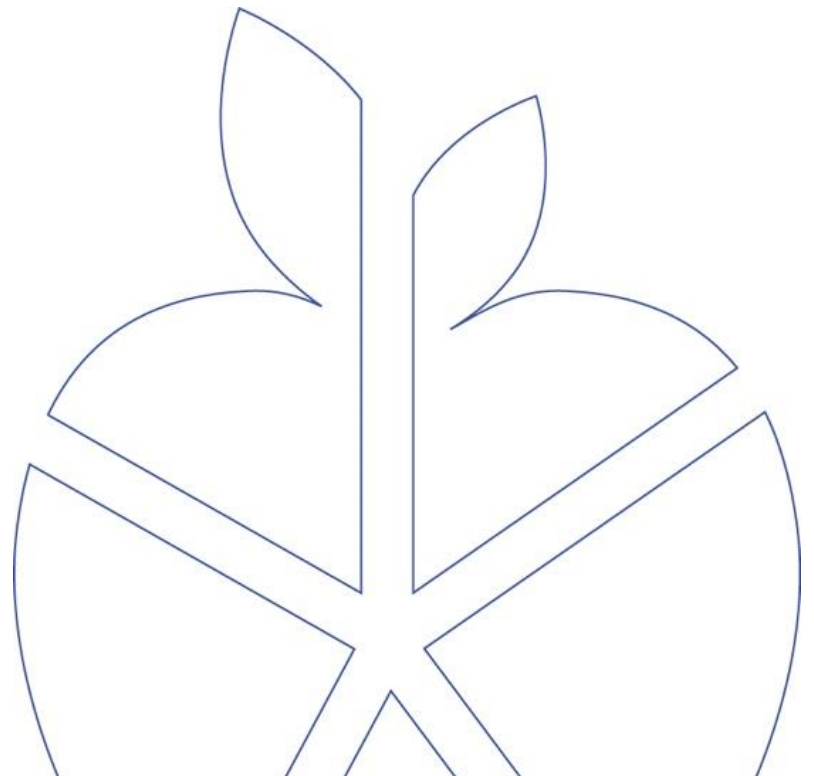
**INTERNAL
AUDIT TEAM**
Toronto and Area Region

Status Update for Audit Committee: November 2020

Toronto Catholic District School Board

Prepared by:

Paula Hatt, CPA, CA, CIA, Senior Manager, Regional Internal Audit



Audit Plan Update:

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

Audits	Status
IT Asset Management, including Student Device Distribution during COVID-19	A response to the original report has been received. The RIAT is working with management to schedule meetings to complete the additional review of student device distribution during COVID-19. The results of this review will be issued together with the original report.
Records Management	This engagement was outsourced to KPMG. This report has been completed and issued and will be discussed at the November 2020 Audit Committee meeting.

The following is the status of engagements included in the Toronto Catholic District School Board’s 2019-20 Regional Internal Audit Plan.

Audits	Status
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>Fieldwork is currently underway for the first phase of this engagement. This first phase (consulting engagement) consists of a critical position analysis for the Capital Development and Asset Renewal, Planning and Development, and Business Services functional areas. The RIAT has developed a tool to help identify critical positions, which has been provided to management to obtain pertinent information on each position</p>
Usage of Schools Analysis	<p>Analyze to identify optimal use of schools, including over the summer months. Analyze key data (i.e. cost vs. revenue). Assess current processes and controls and identify opportunities for greater efficiency and potential cost savings.</p> <p>Fieldwork for this engagement is substantially complete and the report has been drafted. The RIAT is in the process of scheduling a meeting with management to discuss the findings included in the draft report.</p>
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>

2020-21 Audit Plan

The table below outlines the engagements included in the 2020-21 Audit Plan, agreed to by the Audit Committee in May 2019. Given an overall delay in the completion of the 2019-20 RIAT plan due to COVID-19, work on 2020-21 engagements is expected to begin in January 2021.

Engagement	Preliminary Scope
Privacy Audit	Assess the current practices in place to protect sensitive information obtained by the school board, identifying areas for process improvements and minimization of risks. Sensitive information could include, but is not limited to, student and employee records.
Accounts Payable and Expense Audit	Assess controls in place and analyze accounts payable and expense data to identify potential issues and areas for process improvement (i.e. duplicate vendors, unusual payments).
Follow-up	Follow-up work will be selected based on the status update of previous audit findings that is currently being obtained.