

Approved Business Review Plan - 2004/05 Business Cycle Business System & Control

Project #	Risk Area	Review Classification	Issue	Scope of Review Work to be Completed	Fiscal Year
04-01	Community safety and service MAVAFR01	GOVERNANCE	Perceived barriers to implementation of new bylaws. Process used to develop and implement new or amend bylaws.	Ensure Fire Services has capacity to deliver service for new bylaws and that service delivery model supports the corporate integrated vision through manual and technical processes. Report on findings and recommendations.	2004
04-02	Fiscal Accountability and Sustainability MAADFS01	FIN MGT	The organization has a documented and enhanced financial accountability framework - with documented and monitored policies, procedures, practices	Completion of Corporate Compliance Research Project. (Compilation and indexing, access) Report on findings and recommendations resulting from the review of management monitoring and reporting practices/procedures.	2004
04-03	By Law Management and Enforcement MAADEM00	GOVERNANCE	Cost of delivering bylaws is unknown. Matrix work of Bylaw Rationalization Committee establishes framework to complete work.	Validation of model developed by Bylaw Working Committee for the costing of all aspects of bylaw enactment and administration.	2004
04-04	Construction Inspection Services MAVAPD01	SERVICES	Internal business units are not complying with policy on Street Cuts Restorations required of external contractors.	Ensure that internal practices meet the Excellence in Service Delivery goal of efficiency and effectiveness for completing street cut restorations when compared to the requirements imposed on the private sector. Business Units directly affected include PWT, P & D and HRWC.	2004
04-05	Service delivery model for Fleet Services MAVARP01	SERVICES FIN MGT INFRAST	Current fleet services delivery model does not appear to meet corporate or end user needs or encourage accountability which may affect efficiency and effectiveness.	Ensure current service delivery model meets organization and end user objectives for accountability, efficiency and effectiveness.	2004
04-06	Internal controls -	FIN MGT	Cash control processes are	Ensure organization has identified and recorded all	2004

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	cash flow MARMHM01	SERVICES	sufficient and appropriate for all locations. First full review since amalgamation	revenue sources for HROP, Trusts, Reserves Accounts.. Validation of controls to ensure sufficiency and appropriateness compliance with policies. Report on findings and recommendations.	
04-07	Corporate and Business Unit Succession Plan MAADLE01	HR MGT	Most business units have identified succession planning as an issue.	Ensure that succession planning issues have been addressed by the organization and individual business units. Report on findings and recommendations.	2004
04-08	Accounts Payable and Visa Purchase Processes MARMHM02	FIN MGT	Verification that controls are sufficient and appropriate in all locations. First full review since amalgamation	Ensure that the organization is in compliance with its procurement and disbursement policies. Acquire external resources to conduct test of controls and report on findings and recommendations. Project to be overseen by BS&CG staff.	2004
04-09	Accounts Receivable Processes MARMHO3	FIN MGT	Verification that controls are sufficient and appropriate in all locations. First full review since amalgamation	Ensure that the organization is in compliance with its revenue recognition and collection policies. Acquire external resources to conduct test of controls and report on findings and recommendations. Project to be overseen by BS&CG staff.	2004
04-10	Inventory & Asset Control MARMHM04	FIN MGT	Access the value and security of unrecorded assets/Inventory held by the organization and business units.	Complete preliminary analysis on state of assets and prepare final report with recommendations.	2004