

**I. STATUS OF AUDIT COMMITTEE 2013 WORK PLAN AND REPORTING SCHEDULE**

**Table A** provides the original Work Plan and Reporting Schedule items approved by Audit Committee in January 2013, the items added in 2013 and the status of each item. The items are grouped chronologically by Audit Committee meeting date.

<b>AUDIT COMMITTEE 2013 WORK PLAN AND MEETING SCHEDULE</b>			
<b>Meeting Date</b>	<b>Report</b>	<b>Accountability</b>	
<b>JAN 24, 2013</b>	➤ External Auditor 2011 Management Letter Update	AC2013-0109	
	➤ Employee Code of Conduct Annual Report	AC2013-0012	
	➤ IT Risk Management Annual Update	AC2013-0096	
	➤ City Auditor's 4th Quarter 2012 Status Report	AC2013-0086	
	➤ Audit Committee 2013 Work Plan/Meeting Schedule	AC2013-0110	
	➤ 2012 Estimated External Audit Fees	AC2013-0188	
	➤ Selection of External Auditor 2013-2017 - Update	AC2013-0141	
	➤ Senior Research Officer – Job Specification Changes	AC2013-0142	
	➤ Audit Sub-Committee on Personnel – Membership Adjustment	AC2013-0143	
	➤ External Auditor – verbal report – In Camera	AC2013-0149	
	➤ City Auditor – verbal report – In Camera	AC2013-0150	
	➤ Whistle Blower Complaints – verbal report – In Camera	AC2013-0151	
	➤ Performance Review Process for City Auditor – In Camera	AC2013-0152	
	<b>City Auditor's Office Audit Reports</b>		
➤ Technology Investment Governance Audit	AC2013-0085		
<b>FEB 21, 2013</b>	➤ Legal Compliance Annual Report	AC2013-0130	
	➤ 2012 Whistleblower Report	AC2013-0196	
	➤ City Auditor's 2012 Annual Report	AC2013-0197	
	➤ Audit Committee Annual Status Report – 2012	AC2013-0238	
	➤ Update From the Audit Sub-Committee on External Auditor Selection – verbal report	AC2013-0244	
	➤ External Auditor – verbal report – In Camera	AC2013-0153	
	➤ City Auditor – verbal report – In Camera	AC2013-0154	
	➤ Process for Replacement of the City Auditor – In Camera	AC2013-0245	
	<b>City Auditor's Office Audit Reports</b>		
	➤ Police Information check Unit Process Review	AC2013-0195	

<p><b>MAR 21, 2013</b></p>	<ul style="list-style-type: none"> <li>➤ Integrated Risk Management Model Update</li> <li>➤ Award of Additional Audit Work to Deloitte &amp; Touche</li> <li>➤ Quality Assessment Review</li> <li>➤ Audit Committee Narrative for The City's 2012 Annual Report</li> <li>➤ Selection of External Auditor 2013-2017 – Update – verbal report – In Camera</li> <li>➤ The City of Calgary Insurance Coverage Annual Report – In Camera</li> <li>➤ External Auditor – verbal report – In Camera</li> <li>➤ City Auditor – verbal report – In Camera</li> <li>➤ Update from the Sub-Committee on Personnel – verbal report – In Camera</li> <li>➤ Update on Hiring of The City Auditor – verbal report – In Camera</li> <li>➤ Executive Assistant Recruitment Update – verbal report – In Camera</li> </ul>	<p>AC2013-0041 AC2013-0219</p> <p>AC2013-0278 AC2013-0287</p> <p>AC2013-0335</p> <p>AC2013-0286</p> <p>AC2013-0155 AC2013-0156</p> <p>AC2013-0334 – added</p> <p>AC2013-0336 – added</p> <p>AC2013-0337</p>
<p><b>APR 18, 2013</b></p>	<ul style="list-style-type: none"> <li>➤ 2012 Annual Investment Report</li> <li>➤ Control Environment Assessment and Management Representations</li> <li>➤ 2012 City of Calgary Annual Report</li> <li>➤ 2012 External Auditor's Report</li> <li>➤ Audit Committee 1<sup>st</sup> Quarter 2013 Status Report</li> <li>➤ Audit Recommendations Follow-up Report</li>   <li>➤ 2013 – 2017 External Auditor Selection Recommendation</li>   <li>➤ City Auditor's 1<sup>st</sup> Quarter 2013 Status Report</li> <li>➤ External Auditor – verbal report – In Camera</li> <li>➤ City Auditor – verbal report – In Camera</li> </ul> <p><b>City Auditor's Office Audit Reports</b></p> <ul style="list-style-type: none"> <li>➤ Calgary Transit Overtime Management Audit</li> </ul>	<p>AC2013-0348 AC2013-0332</p> <p>AC2013-0331 AC2013-0316 AC2013-0317</p> <p>Deferred to May</p> <p>AC2013-0414 – brought forward from May</p> <p>AC2013-0389 AC2013-0157 AC2013-0159</p> <p>AC2013-0391</p>
<p><b>MAY 16, 2013</b></p>	<ul style="list-style-type: none"> <li>➤ Calgary Public Library Board Finance and Personnel Committee Annual Report</li> <li>➤ Calgary Parking Authority Audit Committee Annual Report</li> <li>➤ Audit Sub-Committee on Personnel Work Plan</li> <li>➤ Audit Recommendations Follow-Up Report</li> <li>➤ External Auditor Contract – In Camera</li> <li>➤ Acting City Auditor – In Camera</li> <li>➤ Audit Committee Personnel Matter – In Camera</li>   <li>➤ Selection of Special Studies and Performance Audits for 2013</li> <li>➤ External Auditor – verbal report – In Camera</li> <li>➤ The City Auditor – verbal report – In Camera</li> </ul>	<p>AC2013-0427</p> <p>AC2013-0457</p> <p>AC2013-0463 - added AC2013-0445 AC2013-0460 - added AC2013-0462 - added AC2013-0479 - added</p> <p>Audit Resource Group</p> <p>AC2013-0160 AC2013-0161</p>

	<p><b>City Auditor's Office Audit Reports</b></p> <ul style="list-style-type: none"> <li>➤ IT Network Access Security – In Camera</li> <li>➤ PeopleSoft Human Capital Management (HCM) Application Security – In Camera</li> </ul>	<p>AC2013-0447 AC2013-0446</p>
<p><b>JUN 20, 2013</b></p>	<ul style="list-style-type: none"> <li>➤ <b>Calgary Municipal Land Corporation Audit Committee Report</b></li> <li>➤ Calgary Police Commission Finance &amp; Audit Committee Annual Report</li> <li>➤ Calgary Housing Company Audit and Risk Management Committee Annual Report</li> <li>➤ External Auditor 2012 Management Letter</li> <li>➤ Awarding of Public Private Partnerships (P3) Consulting Work to Deloitte LLP Under RFP #12-1798</li> <li>➤ Access Calgary Overview (ACP2013-0563)</li> <li>➤ Status of Third Party Organizations Operating Not-for-Profit Facilities on City of Calgary-Owned Land – In Camera</li> <li>➤ External Auditor – verbal report – In Camera</li> <li>➤ City Auditor – verbal report – In Camera</li> </ul> <hr/> <p><b>City Auditor's Office Audit Reports</b></p> <ul style="list-style-type: none"> <li>➤ IT Hardware Inventory Management Audit</li> <li>➤ Payroll Review and Approval Risk Review</li> </ul>	<p><b>Deferred to July</b></p> <p>AC2013-0562</p> <p>AC2013-0549</p> <p>AC2013-0560</p> <p>AC2013-0520</p> <p>AC2013-0574</p> <p>AC2013-0464</p> <p>AC2013-0164</p> <p>AC2013-0165</p> <hr/> <p>AC2013-0522</p> <p>AC2013-0516</p>
<p><b>JUL 25, 2013</b></p>	<ul style="list-style-type: none"> <li>➤ <b>ENMAX Audit and Finance Committee Annual Report</b></li> <li>➤ Calgary TELUS Convention Centre – Audit Committee Annual Report</li> <li>➤ Attainable Homes Calgary Corporation</li> <li>➤ Calgary Municipal Land Corporation Audit Committee Report</li> <li>➤ <b>External Auditor 2012 Performance Assessment</b></li> <li>➤ Audit Committee 2<sup>nd</sup> Quarter 2013 Status Report</li> <li>➤ Outstanding Reports and Motions (if applicable)</li> <li>➤ City Auditor's 2<sup>nd</sup> Quarter 2013 Status Report</li> <li>➤ <b>Civic Partner Audit Review – In Camera</b></li> <li>➤ External Auditor – verbal report – In Camera</li> <li>➤ City Auditor – verbal report – In Camera</li> </ul> <hr/> <p><b>City Auditor's Office Audit Reports</b></p> <ul style="list-style-type: none"> <li>➤ West LRT Audit</li> </ul>	<p><b>Deferred to December</b></p> <p>AC2013-0605</p> <p>AC2013-0601</p> <p>AC2013-0607</p> <p><b>Deferred to September</b></p> <p>AC2013-0612</p> <p>Nothing Reported</p> <p>AC2013-0597</p> <p><b>AC2013-0524 - added</b></p> <p>AC2013-0166</p> <p>AC2013-0169</p> <hr/> <p>AC2013-0603</p>
<p><b>AUGUST 2013</b></p>	<p><b>NO MEETING</b></p>	

<p><b>SEPT 12, 2013</b></p>	<ul style="list-style-type: none"> <li>➤ Audit Committee Annual (2012/2013) Self Assessment</li> <li>➤ External Auditor 2012 Performance Assessment – In Camera</li> <li>➤ City Auditor’s Office Budget Update 2013</li> <li>➤ <a href="#">Audit Committee Budget Update 2013</a></li> <li>➤ <a href="#">Audit Committee Monthly Status Report</a></li> <li>➤ External Auditor – verbal report – In Camera</li> <li>➤ City Auditor – verbal report – In Camera</li> <li>➤ <a href="#">Amendments to the Audit Committee Bylaw</a></li> <li>➤ <a href="#">Performance Assessment for City Auditor – In Camera – from the Personnel Working Group</a></li> </ul> <hr style="border-top: 1px dashed black;"/> <p><b>City Auditor’s Office Audit Reports</b></p> <ul style="list-style-type: none"> <li>➤ Calgary Convention Centre Authority Governance Framework Audit</li> </ul>	<p>AC2013-0690</p> <p>AC2013-0689</p> <p>AC2013-0691 <a href="#">AC2013-0688 – added</a></p> <p><a href="#">AC2013-0683 - added</a></p> <p>AC2013-0170 AC2013-0171 <a href="#">AC2013-0684 - added</a></p> <p><a href="#">AC2013-0687- added</a></p> <hr style="border-top: 1px dashed black;"/> <p>AC2013-0654</p>
<p><b>OCT 2013</b></p>	<p><b>NO MEETING</b></p>	
<p><b>NOVEMBER 2013</b></p>	<p><b>NO MEETING</b></p>	
<p><b>DEC 12, 2013</b></p>	<ul style="list-style-type: none"> <li>➤ Election of Chair and Vice-Chair</li> <li>➤ Election of Audit Sub-Committee on Personnel Membership</li> <li>➤ <a href="#">Election of Audit Sub-Committee on Access Calgary Performance Audit</a></li> <li>➤ <a href="#">Audit Committee Orientation</a></li> <li>➤ ENMAX Audit and Finance Committee Annual Report</li> <li>➤ External Auditor 2013 Fiscal Year Audit Plan</li> <li>➤ <a href="#">2013 City Manager’s Corporate Risk Report</a></li> <li>➤ <a href="#">Audit Committee Monthly Status Report</a></li> <li>➤ Audit Committee 3rd Quarter 2013 Status Report</li> <li>➤ City Auditor’s 3rd Quarter 2013 Status Report</li> <li>➤ Audit Recommendations Follow-Up Report</li> <li>➤ City Auditor’s Office 2014 Annual Audit Plan</li> <li>➤ <a href="#">Audit Committee 2014 Work Plan</a></li> <li>➤ External Auditor – verbal report – In Camera</li> <li>➤ City Auditor – verbal report – In Camera</li> </ul>	<p>Audit Committee – oral Audit Committee – oral</p> <p><a href="#">Audit Committee – oral - added</a></p> <p><a href="#">Brought Forward to December 9<sup>th</sup>.</a></p> <p>ENMAX Chair of Audit &amp; Finance External Auditor <a href="#">Deferred to January Executive Assistant – added</a> Executive Assistant</p> <p>City Auditor City Auditor City Auditor</p> <p><a href="#">Executive Assistant – added</a> External Auditor City Auditor</p>

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	<b>City Auditor's Office Audit Reports</b>	

**II. TRAINING AND STAFF DEVELOPMENT**

Nothing to report.

**III. STATUS OF AUDIT COMMITTEE BUDGET**

Audit Committee’s Terms of Reference, as approved by Council, provide for the Committee to develop a budget and recommend it to Council as part of The City’s budget process. The Committee’s operating budget for 2013 and 2014 was approved by Council in November 2011.

The Committee’s 2013 total operating budget is \$723,323

For the ten months ending 2013 October 31, the budget status is as follows:

	<b>Amounts</b>
Budget	\$483,705
<i>Actual</i>	\$376,970
Variance	\$106,735

The variance has is accounted for approximately as follows:

- \$11,000 in salaries in wages
- \$95,000 in contract and general services
- \$1,000 in materials and equipment

**IV. APPROVAL OF PERFORMANCE AUDITS OR SPECIAL STUDIES**

In accordance with the Audit Committee Bylaw:

Schedule A, section 3:

The Audit Committee:

- a) approves performance audits; program reviews or special studies of areas identified by Audit Committee;
- b) reviews and approves that these audits and studies be conducted either by the Audit Committee or by the City Auditor’s Office. If required, budget funds will be provided by the Audit Committee to the City Auditor’s Office;
- c) receives and reviews the performance audit or special study reports, together with responses, and forwards such reports to Council for information.

For 2013, there have been no approvals by the Audit Committee in this category.