

I. STATUS OF AUDIT COMMITTEE 2015 WORK PLAN

This Report provides the original Work Plan as approved by Audit Committee in November 2014, the items added in 2015 and the status of each item. The items are arranged by Audit Committee meeting date.

AUDIT COMMITTEE 2015 WORK PLAN		
Meeting Date	Report	Accountability
JAN. 22, 2015	<ol style="list-style-type: none"> 1. External Auditor 2013 Management Letter Update 2. Employee Code of Conduct Annual Report 3. Audit Committee Monthly Status Report 4. City Auditor's Office 4th Quarter 2014 Recommendation Follow-Up Status Report 5. Audit Forum – verbal report – In Camera 6. External Auditor – verbal report – In Camera 7. City Auditor – verbal report – In Camera 8. CFO – verbal report – In Camera 9. Chair of Audit Committee – verbal report, In Camera <p>-----</p> <p>City Auditor's Office Reports</p> <p>When available</p>	<p>AC2015-0161 AC2015-0093 AC2015-0162 AC2015-0148 - added</p> <p>AC2015-0155 AC2015-0157 AC2015-0147 AC2015-0159 AC2015-0160</p> <p>-----</p> <p>City Auditor</p>
FEB. 19, 2015	<ol style="list-style-type: none"> 1. 2014 Corporate Risk Report 2. City Auditor's 2014 Annual Report 3. 2014 Whistleblower Report 4. Audit Committee 2014 Annual Status Report 5. Audit Committee Monthly Status Report 6. Audit Forum – verbal report – In Camera 7. External Auditor – verbal report – In Camera 8. City Auditor – verbal report – In Camera 9. CFO – verbal report – In Camera 10. Chair of Audit Committee – verbal report – In Camera <p>-----</p> <p>City Auditor's Office Reports</p> <p>When available</p>	<p>City Manager City Auditor City Auditor EA to Audit Committee EA to Audit Committee</p> <p>Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>
MAR. 12, 2015	<ol style="list-style-type: none"> 1. Audit Committee Narrative for The City's 2014 Annual Report 2. Audit Committee Monthly Status Report 3. Legal Compliance Annual Report 4. The City of Calgary Insurance Coverage Annual 	<p>Chair, Audit Committee/EA to Audit Committee EA to Audit Committee City Solicitor City Solicitor</p>

	<p>Report – In Camera</p> <ol style="list-style-type: none"> 5. Selection of Special Studies and Performance Audits for 2014 – In Camera 6. Audit Forum –verbal report – In Camera 7. External Auditor – verbal report – In Camera 8. City Auditor – verbal report – In Camera 9. CFO – verbal report – In Camera 10. Chair of Audit Committee – verbal report – In Camera <hr/> <p>City Auditor’s Office Reports</p> <p>When available</p>	<p>EA to Audit Committee</p> <p>Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <hr/> <p>City Auditor</p>
<p>APR. 23, 2015</p>	<ol style="list-style-type: none"> 1. 2014 Annual Investment Report 2. Control Environment Assessment and Management Representations 3. City of Calgary 2014 Annual Report 4. External Auditor’s 2014 Report 5. Audit Committee 1st Quarter 2015 Status Report 6. City Auditor’s 1st Quarter 2015 Status Report <ol style="list-style-type: none"> 7. Audit Forum – verbal report – In Camera 8. External Auditor – verbal report – In Camera 9. City Auditor – verbal report – In Camera 10. CFO – verbal report – In Camera 11. Chair of Audit Committee – verbal report – In Camera <hr/> <p>City Auditor’s Office Reports</p> <p>When available</p>	<p>Chief Financial Officer Chief Financial Officer</p> <p>Chief Financial Officer External Auditor EA to Audit Committee City Auditor</p> <p>Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <hr/> <p>City Auditor</p>
<p>MAY 21, 2015</p>	<ol style="list-style-type: none"> 1. Calgary Public Library Board Finance and Personnel Committee Annual Report 2. Calgary Parking Authority Audit Committee Annual Report 3. IT Risk Management Annual Update 4. Audit Committee Monthly Status Report <ol style="list-style-type: none"> 5. Audit Forum – verbal report – In Camera 6. External Auditor – verbal report – In Camera 7. The City Auditor – verbal report – In Camera 8. CFO – verbal report – In Camera 9. Chair, Audit Committee - verbal report- In Camera <hr/> <p>City Auditor’s Office Reports</p> <p>When available</p>	<p>CPL Audit Committee Chair CPA Audit Committee Chair GM Corporate Services EA to Audit Committee</p> <p>Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <hr/> <p>City Auditor</p>

<p>JUNE 18, 2015</p>	<ol style="list-style-type: none"> 1. Calgary Police Commission Finance & Audit Committee Annual Report 2. Calgary Housing Company Audit and Risk Management Committee Annual Report 3. Audit Committee Monthly Status Report 4. External Auditor 2014 Management Letter 5. Review of Executive Assistant Position – In Camera 6. Status of Third Party Organizations Operating Not-for-Profit Facilities on City of Calgary-Owned Land – In Camera 7. Review of Executive Assistant Position - In Camera 8. Audit Forum – verbal report – In Camera 9. External Auditor – verbal report – In Camera 10. City Auditor – verbal report – In Camera 11. CFO – verbal report – In Camera 12. Chair of Audit Committee – verbal report – In Camera <p>-----</p> <p>City Auditor’s Office Reports</p> <p>When available</p>	<p>CPS Audit Committee Chair CHC Chair</p> <p>EA to Audit Committee External Auditor</p> <p>EA to Audit Committee</p> <p>Deferred to Oct.</p> <p>EA to Audit Committee</p> <p>Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>
<p>JULY 16, 2015</p>	<ol style="list-style-type: none"> 1. ENMAX Audit and Finance Committee Annual Report 2. Attainable Homes Calgary Corporation 3. External Auditor 2014 Performance Assessment – In Camera 4. Integrated Risk Management Model Update 5. Audit Committee 2nd Quarter 2015 Status Report 6. City Auditor’s 2nd Quarter 2015 Status Report 7. Civic Partner Audit Review – In Camera 8. Audit Forum – verbal report – In Camera 9. External Auditor – verbal report – In Camera 10. City Auditor – verbal report – In Camera 11. CFO – verbal report – In Camera 12. Chair of Audit Committee – verbal report – In Camera <p>-----</p> <p>City Auditor’s Office Reports</p> <p>When available</p>	<p>ENMAX Audit Committee Chair AHCC Chair CFO/EA to Audit Committee Chief Financial Officer EA to Audit Committee City Auditor</p> <p>GM Community Services & Protective Services Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>
<p>AUG. 2015</p>	<p style="text-align: center;">NO MEETING</p>	
<p>SEPT. 10, 2015</p>	<ol style="list-style-type: none"> 1. Calgary Convention Centre Authority – Audit Committee Annual Report 2. Calgary Municipal Land Corporation Audit Committee Report 	<p>CCCA Audit Committee Chair CMLC Audit Committee Chair</p>

	<ol style="list-style-type: none"> 3. City Auditor's Office Budget Update 2015 4. Audit Committee Monthly Status Report <ol style="list-style-type: none"> 5. Audit Committee Annual (2014/2015) Self Assessment – In Camera 6. Audit Forum – verbal report – In Camera 7. External Auditor – verbal report – In Camera 8. City Auditor – verbal report – In Camera 9. CFO – verbal report – In Camera 10. Chair, Audit Committee – verbal report – In Camera <p>-----</p> <p>City Auditor's Office Reports</p> <p>When available</p>	<p>City Auditor EA to Audit Committee</p> <p>EA to Audit Committee</p> <p>Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>
OCT. 15, 2015	<ol style="list-style-type: none"> 1. Audit Committee 3rd Quarter 2015 Status Report 2. City Auditor's 3rd Quarter 2015 Status Report 3. External Auditor 2015 Fiscal Year Audit Plan and 2014 Fees Report <ol style="list-style-type: none"> 4. Status of Third Party Organizations Operating Not-for-Profit Facilities on City of Calgary-Owned Land – In Camera 5. Audit Forum – verbal report – In Camera 6. External Auditor – verbal report – In Camera 7. City Auditor – verbal report – In Camera 8. CFO – verbal report – In Camera 9. Chair of Audit Committee – verbal report – In Camera <p>-----</p> <p>City Auditor's Office Reports</p> <p>When available</p>	<p>EA to Audit Committee City Auditor External Auditor</p> <p>GM Community Services & Protective Services Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>
NOV. 12, 2015	<ol style="list-style-type: none"> 1. Election of Chair and Vice-Chair – verbal report 2. Election of Audit Sub-Committee on Personnel Membership – verbal report 3. Audit Committee Orientation 4. Audit Committee Monthly Status Report <ol style="list-style-type: none"> 5. Audit Forum – verbal report – In Camera 6. External Auditor – verbal report – In Camera 7. City Auditor – verbal report – In Camera 8. CFO – verbal report – In Camera 9. Chair of Audit Committee – verbal report – In Camera <p>-----</p> <p>City Auditor's Office Reports</p> <p>When available</p>	<p>City Clerk's Chair of Audit Committee Various EA to Audit Committee</p> <p>Chair, Audit Committee External Auditor City Auditor CFO – added Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>
DEC. 10, 2015	<ol style="list-style-type: none"> 1. 2015 Corporate Risk Report 2. City Auditor's Office 2016 Annual Audit Plan 	<p>City Manager City Auditor</p>

	<p>3. Audit Committee 2016 Work Plan</p> <p>4. Audit Forum – verbal report – In Camera</p> <p>5. External Auditor –verbal report – In Camera</p> <p>6. City Auditor – verbal report – In Camera</p> <p>7. CFO – verbal report – In Camera</p> <p>8. Chair of Audit Committee – verbal report – In Camera</p> <p>-----</p> <p>City Auditor’s Office Reports</p> <p>When available</p>	<p>EA to Audit Committee</p> <p>Chair, Audit Committee</p> <p>External Auditor</p> <p>City Auditor</p> <p>Chief Financial Officer</p> <p>Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>

II. TRAINING AND STAFF DEVELOPMENT

There is no update to training and staff development.

III. STATUS OF AUDIT COMMITTEE BUDGET

The Audit Committee Bylaw provides 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 2015 was approved by Council in November 2014 as part of the four year budget cycle.

The Audit Committee’s 2015 total operating budget is \$736,000.

IV. APPROVAL OF AUDIT AND NON-AUDIT SERVICES

The Audit Committee Bylaw states that the Audit Committee:

pre-approves all audit and non-audit services performed by the External Auditor. However, the Audit Committee Chair can pre-approve additional audit or non-audit services, performed by the External Auditor, up to \$25,000 total annually. Any approvals by the Chair will be reported to the Audit Committee as part of the Audit Committee Quarterly Status Report.

Schedule “B”, section 1(b).

There have been no approvals in this category by the Audit Committee Chair.

V. STATUS OF OUTSTANDING MOTIONS AND DIRECTIONS

ITEM	REQUEST DATE	SUBJECT	DUE	STATUS
2014 City Manager's Corporate Risk Report	October 15, 2014	The City Manager's Office requested a deferral until February 2015	February 2015	
Not-For-Profit Facilities Operating on City of Calgary Owned Land	November 7, 2014	Community and Protective Services requested a deferral until October 2015	October 2015	