

2023 Internal Audit Work Plan**1. Payroll Audit**

The payroll department processes salaries for over 2800 personnel including union, out of scope, casual, permanent and term employees. Employee pay is processed and deposited into employee bank accounts biweekly. It is important that records are correct, employees are paid according to the time worked and payroll is processed accurately and timely. Without effective controls in place, there is a risk that employees may not be paid correctly or in a timely manner. The review will focus on internal control around processes and procedures to determine whether the payroll transactions for City of Regina employees are adequately designed, established, and operating as intended.

2. Cash Controls Audit – Leisure and Recreational Centres

The Leisure and Recreational Centres manages approximately 19 community facilities. It also offers a wide range of programs and services at these facilities that result in the collection and handling of cash, gift certificates and coupons. An audit sample of facilities will be chosen out of the 19 facilities for this review. Cash handling is susceptible to loss and misappropriation and is considered a high-risk area. These inherent risks require a high level of control and oversight by the respective departments. The review will evaluate cash handling practices and procedures relating to receiving, transporting, storing, depositing, recording and safeguarding City funds.

3. Cybersecurity Audit (Co-sourced)

Cybersecurity threats continue to pose increasing risk to municipal governments. These threats can impact our ability to operate our major enterprise systems as well as protect private and financial data. Adherence to cybersecurity frameworks is essential to defend internet-connected devices and services from malicious attacks, phishing schemes, ransomware attacks, identity theft, data breaches, and financial losses. The review will focus on controls and processes designed and operating to address the risks associated with cybersecurity incidents. The assessment of risk exposures using recognized frameworks and technical testing will be performed by outside experts with specialized technical expertise.

Other Activities**I. Internal Audit Department Annual Report**

- This report will outline the activities of the Internal Audit Department and its performance relating to its plan.

II. General Internal Audit Follow-up Program

- As part of the Internal Audit reporting process, Internal Audit and management agree on action plans to address issues identified in the reports. Follow-up is done to determine if the action plans have been implemented to address the risks identified.

III. Whistleblower Program Administration

- The City's Whistleblower program was implemented as an additional mechanism for employees to report suspected fraud confidentially and anonymously, theft and any wrongdoing. Currently the Triage Team consisting of the Internal Auditor, Director of People & Organizational Culture (or designate) and the City Solicitor (or designate) conduct initial reviews of complaints and manage the process for investigating complaints received under the policy. Depending on the nature of the issue, Internal audit may be required to perform an investigation.

IV. Training, Administration, and Continuous Improvement

- Internal review, quality assurance, audit supervision, training and continuous improvement initiatives.