



June 24, 2013

City of Saskatoon – City Clerk’s Office  
Attention: Secretary – Audit Committee  
222-3<sup>rd</sup> Avenue North  
Saskatoon, Saskatchewan S7K 0J5

### **Audit Report – Revenue Branch Revenue Collection System**

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The 2012-2013 Corporate Audit Plan included provision to conduct a financial system audit of the Revenue Branch revenue collection system. This financial system was last subject to internal audit by Robert Prosser & Associates Inc. in 2005.

The Revenue Branch is responsible for the collection of revenue for the majority of municipal revenue streams, including property taxes, utilities, parking tickets, transit passes and tickets, sundry accounts receivable, animal licenses and fines, and payment of municipal licenses and fines, among other miscellaneous items. Payments are received as cash, cheque, debit, or automatic transfer in person by cashiers in City Hall and through the mail by remittance.

The Payment Manager System, implemented in 2011, is used to record payments and update accounts receivable, revenue sub-systems and the general ledger. In 2012, 154,000 payment transactions with a total value of \$224.1 million were processed (142,000 transactions valued at \$179.3 M - 2011).

The overall objective of the audit was to determine whether adequate systems, practices and controls are in place to ensure:

- complete, accurate and timely recording and collection of revenues,
- adjustments are valid and accurately processed, and
- opportunities for theft, fraud and misappropriation are minimized.

Management is currently working on implementation of the recommendations.

Respectfully submitted,

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