

May 25, 2015

Vancouver Board of Parks and Recreation 2014 Operating and Capital Budget Year-end Review

Internal Audit has reviewed the *2014 Operating and Capital Budget - Year-end Review Memo (Memo)* prepared by management of the Board of Parks and Recreation. This review does not constitute an independent audit or review engagement, and is not designed to detect fraud. Accordingly, there should be no such reliance.

The financial information presented in the Memo is the responsibility Park Board management. Procedures performed included reviewing internal controls surrounding the financial process and variance analysis to determine reasonability. We have performed the following procedures with respect to the financial information presented:

- Agreed the financial information to the records and accounts in the general ledger of the City of Vancouver (the City) as per SAP;
- Agreed the financial information to the 2014 council-approved Operating and Capital Budget;
- Reviewed variance analysis based on the Council approved budgets and obtained explanations from Park Board management where appropriate;
- Reviewed internal controls surrounding the financial process
- Verified that the work reviewed is in accordance to the City's policies and procedures
- Inquired into the current issues facing the accounting and budget processes to determine if there are improvements to be made.

During the course of the audit, Internal Audit noted uncertainty around roles and responsibilities due to the implementation of Financial Shared Services within the City. This has already been addressed by FSG as they will be revising the roles and responsibilities for positions at Park Board and the City of Vancouver in 2015 to ensure there is a clear definition of roles and responsibilities to ensure resources are used efficiently and effectively.

Based on the results of the above procedures, we found the Memo was prepared, in all material respects consistently with the City's corporate accounting policies and general ledger.

Submitted by:

Tony Hui, CPA, CA, CRMA
Chief of Internal Audit