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To: Toronto Public Library Board – March 29, 2004

From: City Librarian

Subject: **Management Controls – Checklist for Commissioners**

Purpose:

To inform the Toronto Public Library Board of the Library's internal controls.

Funding Implications and Impact Statement:

None.

Recommendation:

It is recommended that the Toronto Public Library Board receive the *Management Controls – Checklist for Commissioners* report for information.

Background:

At its meeting held on April 23, 24, 25, 26, 27, and its special meeting held on April 30, May 1 and 2, 2001, City Council adopted the report to the Audit Committee from the City Auditor on *Management Controls: A Basic Departmental Responsibility*. Contained in the report is a request that the Chief Administrative Officer, in consultation with the Chief Financial Officer & Treasurer and the Commissioners, identify those administrative areas where the greatest risks exist and take appropriate steps to ensure that adequate controls are in place to prevent fraudulent activities.

Comments:

As part of this review, a *Management Controls – Checklist for Commissioners* (Attachment 1) provided by the City Auditor was used to evaluate the controls in place at the Library.

Conclusion:

Based on the results of the completion of the *Management Controls – Checklist for Commissioners*, there are adequate internal controls in place at the Library.

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List of Attachments:

Attachment 1: Management Controls – Checklist for Commissioners