

MANAGEMENT ACTION PLAN - AUDIT OF THE HOBHEMA POLICE SERVICE

ISSUES/RECOMMENDATIONS	ACTION	RESPONSIBILITY	DATES	COMMENTS
<p>Audit Adjustments</p> <p>Total Net Adjustments \$3,537, were identified by the audit.</p>	<p>The Police Service's audited financial statements for the year ended March 31, 2000 will be monitored to ensure that the adjustments are reported.</p>	<p>Canada Hobbema Police Commission and Police Service</p>	<p>April 30, 2000</p>	<p>Most of the adjustment fell into two categories, either incorrect input in accounting with proper expenses or adjustments to Police Commission expenses.</p>
<p>Audit Recommendations</p>	<p>Hobbema Police Commission will be requested to prepare a remedial action plan to address all audit recommendations.</p>	<p>Hobbema Police Commission/Service Implementation Cmtee</p>	<p>May 30, 2000</p>	
<p>Provision of audited financial statements by a duly qualified accountant</p> <p>The Police Service should ensure the auditor engaged in future is duly qualified to perform the audits.</p>	<p>Hobbema Police Service will be advised to engage a duly qualified accountant to complete the annual audited financial statements.</p>	<p>Hobbema Police Service</p>	<p>Immediate April 1, 2000</p>	
<p>Maintenance of coverage of employees under the Alberta Worker's Compensation Act.</p> <p>We recommend the Hobbema 2N Corporation obtain the appropriate Worker's Compensation Coverage as required by Section 15.6 of the Tripartite Agreement</p>	<p>Hobbema Police Service will ensure adequate compensation coverage for employees are obtained as required by the Tripartite Agreement.</p>	<p>Hobbema Police Service Alberta Justice</p>	<p>Immediate</p>	<p>Alberta has reviewed its stance on compliance with WCB on reserves and is satisfied with equivalent coverage under other plans</p>
<p>Funding of the Police Service</p> <p>We recommend that the Commission ensure their approval of the budget is specifically documented in future.</p> <p>We further recommend the Commission forward their budget for funding approval to the Corporation as required by the Tripartite Agreement.</p> <p>We recommend consideration be given to amending Schedule C to reflect the reality that the Corporation involves only the funding approval and is not involved in approving the budget for the Police Service while the Police Commission approves the budget and is not involved in funding approval decisions.</p>	<p>Commission to develop and approve yearly budgets for the police service.</p> <p>The Commission will be required to forward their budget to the Corporation as required by the Tripartite Agreement.</p> <p>Canada and Alberta will consider amending Schedule C during the negotiations of the next Tripartite Agreement.</p>	<p>Hobbema Police Commission</p> <p>Hobbema Police Commission</p> <p>Canada, Alberta</p>	<p>Immediate April 1, 2000</p> <p>March 31, 2000</p>	<p>As noted in the adjustments, the Police Commission has simply drawn on the police operation budget for all their expenditures without setting guidelines.</p>

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<p>Monitoring of Financial Performance</p> <p>We recommend the Police Commission receive the financial statements and review the financial position of the organization as compared to budget on a periodic basis.</p>	<p>Regular reviews of the financial standing of the Police Service by the Police Commission will be implemented.</p>	<p>Hobbema Police Commission</p>	<p>Immediate April 1, 2000</p>	
<p>Maintenance of Accounting Records</p> <p>We recommend that the Police Service continue to utilize the computerized accounting system for maintenance of their accounting records.</p> <p>We recommend that the Police Service and the Police Commission utilize the reporting facilities of the system to regularly monitor the financial performance of the organization.</p>	<p>The Police Service will continue to utilize the computerized accounting system.</p> <p>The Police Service and the Police Commission will be asked to explore the possibility of utilizing the reporting facilities of the accounting system to monitor financial performance.</p>	<p>Hobbema Police Service</p> <p>Hobbema Police Service Hobbema Police Commission</p>		
<p>Payment to Vendors</p> <p>We recommend that the practice of paying from statements, quotes and packing slips be ceased.</p> <p>We recommend that more care be taken to prevent duplicate payment of lease charges due.</p>	<p>The Hobbema Police Service will be advised to cease this practice, and develop a better payment system.</p>	<p>Hobbema Police Service</p>	<p>Immediate April 1, 2000</p>	
<p>Safeguarding of Assets - Equipment</p> <p>We recommend that the Chief of Police take the appropriate steps to ensure this listing reconciles to the financial records and is maintained on a current basis.</p>	<p>The Hobbema Police Service will develop and maintain a recording system for police service assets and police officer assets. On a periodic basis, the Chief of Police will reconcile the system to the financial records.</p>	<p>Hobbema Police Service</p>	<p>Immediate April 1, 2000</p>	

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<p>Honorarium and Travel Expenses</p> <p>We recommend the Commission reviews the honorarium and travel policy with a view to ensuring the policy clearly reflects the purpose of the rates as being both an honorarium and a reimbursement of travel expenses.</p> <p>We recommend the Commission review the honorarium and travel policy with a view to clarifying the basis by which reductions will be calculated.</p> <p>We recommend that procedures be instituted to formalize the documentation when travel has taken place in order to ensure appropriate recoveries are made. Certification by the Commission Chair relative to attendance and the appropriateness of deductions should be obtained in accordance with the policy and subsequently attached to the travel pre-payment document.</p> <p>We recommend that policies and procedures to minimize or prevent these situations from occurring be implemented.</p> <p>We recommend the supporting documentation utilized to generate the honoraria cheques issued clearly indicate the actual date of the meeting(s).</p>	<p>Hobbema Police Commission will review the honorarium and travel policies to ensure the appropriateness, effectiveness, and clarity of the policies and will make any necessary improvements.</p> <p>“ “</p> <p>“ “</p> <p>“ “</p> <p>Hobbema Police Commission will require dates to be clearly indicated in the supporting documentation utilized to generate the honoraria cheques.</p>	<p>Hobbema Police Commission</p> <p>Hobbema Police Commission</p> <p>Hobbema Police Commission</p> <p>Hobbema Police Commission</p> <p>Hobbema Police Commission</p>	<p>June 1, 2000</p>	
<p>Compliance with GAAP</p> <p>We recommend that the financial statements be prepared in accordance with Generally Accepted Accounting Principles for Public Sector Organizations in future.</p>	<p>Hobbema Police Service will retain the services of a duly qualified accountant to complete the annual audited financial statements in accordance with Generally Accounting Principles for Public Sector Organizations.</p>	<p>Hobbema Police Service</p>	<p>Immediate April 1, 2000</p>	