

Finance Branch

Management Action Plan – 2004-710 Audit of PWGSC’s National Accounts Verification Framework 2005-06-03

Approved - August 5th, 2005

Recommendation	OPI	Implementation Actions	Action Implementation Date(s)
<p>1. Improve quality control procedures used to assess the accuracy of National Account Verification quality assurance review findings and consistency of application of the guidelines.</p> <p>2. Identify training requirements and implement a training program for individuals responsible for conducting National Account Verification quality assurance reviews.</p> <p>3. a. Examine the rationale to identify non-critical as well as critical errors in National Account Verification quality assurance reviews. Based on results of</p>	<p>1- Mike Hawkes Chief Financial Officer Finance Branch</p> <p>2- Eric Miller – Director General, Financial Operations</p>	<p>1.a) Clarify the procedures on accounts verification to improve consistency of the application of the procedures relating to complex transactions. (e.g. Construction contracts, SNC Lavallin ProFac inc., Vendor registration, etc.).</p> <p>1.b) Increase the level of expertise by reviewing and modifying the composition of the accounts verification team to perform compliance review on complex transactions. Two FI’s will be recruited and assigned to the review of complex transactions.</p> <p>2. Identify the weaknesses in the training currently being provided, develop and implement a training program and revise the Post Payment Verification Guide accordingly. Clarifying the verification process will improve the employees’ understanding of various policies, directives and procedures. Training sessions will be offered on an individual and group basis, on a regular basis.</p> <p>3 a. Critical error and non-critical error categories are analyzed on a yearly basis. The 2005/2006 analysis was performed and all critical and non-critical errors categories have been reviewed. The procedures have been amended to reduce the non-critical error list to the following:</p>	<p>1.a) January 2006</p> <p>1.b) January 2006</p> <p>2. January 2006</p> <p>3 a. July 2005</p>

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<p>the examination amend procedures as necessary.</p> <p>b. Include results for all errors identified through National Account Verification quality assurance reviews in the reporting framework.</p> <p>4. Communicate National Account Verification quality assurance results with departmental officers having Financial Administration Act (FAA) section 33-delegated authority.</p>		<p>Vendor address / Payment on due date / Financial Coding / GST application.</p> <p>3 b. Quarterly reports will include results for all errors (critical and non-critical) and corrective measures will be adopted for categories with high error rates.</p> <p>4. Officers having delegated authority under section 33 of the FAA will be informed of the National Accounts Verification Framework and will receive the results of the quarterly compliance reviews. This will ensure that they are familiar with the framework and aware of problematic sections. This includes NCA, SOA's and Regions.</p>	<p>3 b. September 2005</p> <p>4. September 2005 for 1st quarter results of 2005-06.</p>