

MOTION

The Internal Control Certification Program (ICCP) was introduced in 1993 to help management ensure that their departments' internal control structures are adequate and functioning as planned. Every three years, departments are required to self-evaluate their internal controls by completing questionnaires for each of nine financial control areas: cash, revenues, expenditures, payroll, grants, warehouse inventory, capital assets, computer controls, and investments. Departments then prepare a corrective action plan to address each self-identified weakness. These plans are submitted to the City Controller.

The ICCP is an exhaustive, resource-intensive process that sheds light on the internal controls of City Departments. It is critical that City Departments have the maximum preparation to effectively undertake the self-evaluation process, and that the resulting action plans are reviewed by the City Council.

I THEREFORE MOVE that the CAO and CLA be directed to report to the Audits and Governmental Efficiency Committee within 60 days on implementation by City departments of the Internal Control Certification Program since its introduction in 1993 to help department managers ensure that internal control structures are adequate and functioning as planned;

I FURTHER MOVE that the report include recommendations on the feasibility of requiring all City departments to submit ICCP Action Plans to City Council as well as each department's capacity to perform the Internal Control Certification Program, including the requisite training for personnel needed to complete the questionnaire.

PRESENTED BY: 

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SECONDED BY: 

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