



**Audit Of Regional Office
Administrative Processes—Prairie Region**



**Audit and Evaluation Division
December 2002**



Statistics Canada
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Canada

Introduction

The Audit and Evaluation Division conducted the Audit of Regional Office Administrative Processes for the Prairie Region in the period November 26-December 6, 2002. The audit was conducted in accordance with Government of Canada auditing standards.

The objectives of the Audit of Regional Office Administrative Processes were to review and assess management practices for ensuring compliance with relevant policies, directives and procedures and for ensuring effectiveness and efficiency of selected financial, personnel and administrative operations.

The audit examined practices and procedures associated with the receipt, handling, and deposit of public money, accounts receivable, accounts payable, travel, purchasing, interviewer pay, the granting of credit, the use of signing authorities, inventory control, petty cash, physical security, occupational safety and health and the security and filing of financial documents. Existing practices were compared to the policies, directives and guidelines provided by central agencies and Statistics Canada.

Summary Finding

It is the opinion of the auditors that overall the financial and administrative activities audited were found to be in compliance with related financial policies and regulations and that the related operations were efficiently and effectively managed.

Certain recommendations were made to further strengthen existing controls. These were within the purview of the Director General, Regional Operations Branch and the Regional Director and were reported in a management memorandum. The audit did not raise issues that require corporate level attention.

Action Statement

The Prairie Regional Office will implement all recommendations presented in the management memorandum.

Bev Prentice, Senior Analyst
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