



ITEM ID: 2025-204-0

TRANSMITTAL DATE: May 16, 2025

MEETING DATE: May 23, 2025

TO: Board of Directors

FROM: Elisabeth Lazuardi, Director, Audit

SUBJECT: Performance Audit: Invoice Submission to Accounts Payable (2024-03-IA)

Issue

The Internal Audit Department (Internal Audit) completed the Performance Audit: Invoice Submission to Accounts Payable (2024-03-IA).

Recommendation

Receive and file.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy while bringing our system into a state of good repair and investing in the development of our employees. Through the Invoice Submission Audit process, we identified opportunities to enhance operational efficiency, resulting in implemented corrective actions that improve the timeliness of invoice submissions and stronger contractor accountability.

Background

This audit was included in the *FY 2025 Internal Audit Annual Plan* approved by the Board of Directors on July 26, 2024.

Discussion

The objective of the audit was to determine the promptness of invoice submission to AP and evaluate departmental and contractor compliance with invoice submission requirements.

There were two (2) findings and two (2) recommendations in the audit report. Management agreed with the findings and developed corrective actions, which were subsequently implemented as reflected on the report. The report has been attached to this item (see Attachment A).

Prepared by: Claudia Casasola, Auditor II

Approved by: Elisabeth Lazuardi, Director, Audit

Attachment(s)

[Attachment A - 2024-03-IA Invoice Submissions to Accounts Payable](#)