



**ITEM ID:** 2025-378-0

**TRANSMITTAL DATE:** December 5, 2025

**MEETING DATE:** December 12, 2025

**TO:** Board of Directors

**FROM:** Elisabeth Lazuardi, Director, Audit

**SUBJECT:** Contract Expiration Performance Audit (2025-04-IA)

**Issue**

The Internal Audit Department (Internal Audit) completed the Contract Expiration Performance Audit (2025-04-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. This audit supports that commitment by improving visibility into contract expirations, strengthening controls to ensure amendments are executed on time, and correcting weaknesses in the Contract Status Report so management has reliable and accurate information. The work also informs requirements for the new Contract Lifecycle Management (CLM) system.

**Background**

This audit was included in the FY 2025 Board-approved Internal Audit Annual Plan.

## **Discussion**

The objective of the audit was to evaluate the adequacy and effectiveness of controls designed to prevent the use of contracts beyond their authorized term and to assess the accuracy and distribution of the weekly Contract Status Report. There were two (2) findings and four (4) recommendations in the audit report. Findings focused on amendments executed after expiration and weaknesses in the accuracy and distribution of the Contract Status Report. Management agreed with the findings and developed corrective actions, which are reflected in the report. The report has been attached to this item.

## **Next Steps**

Internal Audit will track the progress of the corrective actions developed by management.

Prepared by: David Rogers, Senior Auditor

Approved by: Elisabeth Lazuardi, Director, Audit

## **Attachment(s)**

[Attachment A - Contract Expiration Audit Final Report](#)  
[Presentation - Contract Expiration Performance Audit](#)