

# TTC AUDIT COMMITTEE REPORT NO.

**MEETING DATE:** July 26, 2012

**SUBJECT:** STATUS UPDATE ON THE ZERO INJURY AWARDS PROGRAM

## **INFORMATION ITEM**

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### **RECOMMENDATION**

It is recommended that the TTC Audit Committee receive the following status report on the Zero Injury Awards Program for information.

### **FUNDING**

There are no funding implications.

### **BACKGROUND**

At its meeting of April 30, 2012 the TTC Audit Committee received an Audit report concerning the Safety and Environment Department's Zero Injury Awards Program. The TTC Audit Committee further approved a motion "that staff be requested to report back with recommendations to improve accountability for reconciliation of funds allocated to safety presentations."

### **DISCUSSION**

The April 30, 2012 Audit report noted that controls over the return of documentation for gift cards and presentations for the Zero Injury Awards program were not effective. Procedures require that documentation evidencing employees' receipt of the awards, supporting receipts for the presentation expenses, and any excess funds be submitted to the Department within 30 days after the presentation.

Responsibility for the Zero Injury Awards program was transferred from the Safety and Environment Department to the Customer Communications Department effective December 5, 2011 as a result of corporate reorganization. Since the original report was issued, Customer Communications staff has implemented several measures to ensure supporting documentation controls are in place for safety awards distribution and refreshment expenses.

Cheques for refreshments are now issued directly to Managers. All Managers have been advised that submission of the following information is mandatory and must be provided to the Customer Communications Department within 30 days after the presentation: signature lists confirming the awards were received by eligible employees, receipts for refreshment expenses as well as reconciliation and return of any unspent funds.

Appropriate follow ups for submission of the required information will be done on a regular ongoing basis by Customer Communications and compliance status updates will be provided to the appropriate chief executive of each functional work group.

Replacement of the current gift card inventory tracking system with an Access database is currently underway to improve the quality of the inventory records and ensure existing gift cards in inventory are used first prior to ordering new quantities of gift cards. Gift cards are stored in a secure locked location.

**JUSTIFICATION**

The processes previously described will assist in providing improved controls for supporting documentation for safety awards distribution and refreshment expenses.

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July 26, 2012

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