



Exhibition Place

FOR INFORMATION

Item No. 6

May 13, 2013

To: Board of Governors of Exhibition Place

From: Dianne Young
Chief Executive Officer

Subject: **Controls Monitoring Program – Overtime, Lieu Time & Mileage Expenses**

Summary:

This report discusses the Continuous Controls Monitoring Program at the City of Toronto relating employee overtime and mileage reimbursements and the application of this program at Exhibition Place.

Financial Impact:

There are no financial implications resulting from this report. However, there will be ongoing savings and efficiencies from this project.

Decision History:

The Exhibition Place 2009-2012 Strategic Plan had a Financial Goal to *effectively monitor costs and revenues* and as a Strategy to support this Goal we will *study overtime/lieu time for non-union and unionized staff*

The Auditor General's 2012 Audit Work Plan included an ongoing project entitled "Continuous Controls Monitoring". Exhibition Place has adopted this program and will provide a report similar to the City on an annual basis.

Comments:

The City Auditor General's Work Plan on an annual basis included the development of a system of continuous controls monitoring for selected City expenses. The objective of the Continuous Controls Monitoring Program is to provide periodic reports to management which assist in proactively monitoring financial transactions, detecting unusual expenses and identifying areas where internal controls could be strengthened. Initial expenses selected for the application of program were employee overtime and mileage reimbursements.

The Auditor General Continuous Controls Monitoring Program was initiated with the intent to expand it to include other operating areas within the City including Agencies, Boards and Corporations. Accordingly, Exhibition Place has now incorporated this program for overtime, lieu time, and mileage reimbursements on an ongoing basis.

While it may not be possible to accurately attribute reduced costs to the continuous controls monitoring program, it is likely that such costs with the appropriate level of scrutiny will assist in identifying unusual expenditures so that management can address expenditure issues in a timely manner.

The following Chart provides two years statistics for staff overtime, lieu time, and mileage payments for Exhibition Place unionized and non-unionized staff and includes hours related to the CNEA Program non-unionized staff which will not be reported in future years.

OVERTIME AND MILEAGE PAYMENTS				
Description	2012	2011	Change YOY	% Change
Total Overtime \$ - Unionized	\$ 1,853,796	\$ 2,206,544	-\$ 352,748	-16.0%
Overtime Hours - Unionized	32,763	42,951	-\$ 10,188	-23.7%
Total Overtime \$ - Non-unionized	\$ 103,739	\$ 97,839	\$ 5,900	6.0%
Overtime Hours - Non-unionized	2,520	2,426	\$ 94	3.9%
Lieu Hours (incl CNEA Program)	6,135	6,453	- 318	-4.9%
Staff Mileage payments	\$ 5,465	\$ 4,898	\$ 567	11.6%
Total Kilometers paid	11,880	11,132	749	6.7%

All overtime costs are show driven and related to the delivery of event services for Exhibition Place, Direct Energy Centre, Allstream Centre, BMO Field, Ricoh Coliseum, and other tenants operations. These costs are also fully recoverable from the events and tenants.

There has been an overall minor increase in hours paid and an increase of \$5,900 in overtime costs and staff mileage payments of \$567 when compared to 2011.

The hourly unionized payroll also includes information for the CNEA Program. All overtime costs are show driven and related to the delivery of event services for Exhibition Place, Direct Energy Centre, Allstream Centre, BMO Field, Ricoh Coliseum, and other tenants operations. All overtime costs are fully recoverable from the events and tenants.

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