



**Audit of Year-End Procedures
Management Response and Action Plan
February 13, 2012**

Recommendation	Action Plan	Responsibility	Expected Completion Date
<p>The department should establish an appropriate materiality limit for setting up PAYEs related to grants and contributions, and consistently apply the current materiality limit for operating expense PAYEs.</p>	<p>The department will assess the appropriateness of establishing a materiality limit for setting up PAYEs related to grants and contributions, and will review the application of the materiality limit for operating expense PAYEs. The departmental Policy on PAYEs will be updated to reflect appropriate materiality thresholds, and their application.</p>	<p>Executive Director, Finance & Corporate Management</p>	<p>March 2012</p>
<p>The department should ensure that new funding commitments are communicated to regions well ahead of year-end to the extent possible so that regions have sufficient time to develop appropriate budget strategies to accommodate such commitments.</p>	<p>The department has reviewed its regional and consolidated forecasting process to facilitate the early identification of funds that may be available for reallocation to higher priority initiatives. The department will ensure funding for new commitments are communicated on a timely basis, to the extent possible, to accommodate regional and departmental budget strategies.</p>	<p>Executive Director, Finance & Corporate Management</p>	<p>Complete – December 2011</p>