To: Chair and Members
   Audit and Administration Committee
From: Kevin C. Christenson
      City Clerk
      Corporate Services
Telephone: 905 546-2728
Facsimile: 905 546-2095
E-mail: kchriste@hamilton.ca
Date: August 28, 2007
Re: Point of Sale Software and Hardware for Counter Clerks (CL07008) (City Wide)

Information:
In keeping with sound cash management procedures, the City Clerk requested Internal Audit Services to undertake a review of the Clerk’s Office cash handling processes. The review was completed in early 2006 and five recommendations were put forward. The recommendations have now been initiated by the City Clerk’s Office with the exception of the following:

   That management consider allocating point of sale machines to each Counter Clerk for his/her exclusive use. Each Clerk would be accountable for his/her own transactions, cash receipts and balancing.

Currently we have one POS system for three Counter Clerks. It was decided that it would be more cost effective to set up separate POS systems for each Counter Clerk as part of our office renovations. However, the front counter set up at the temporary City Centre is far more accommodating to separate POS systems for each Counter Clerk than any shared option. We are therefore intending to initiate the recommendation of Internal Audit Services and purchase the required POS software and hardware at this time. The total cost will be about $9,000. The new POS systems can be relocated to City Hall after renovations. Rather than incurring an additional budget allocation we are intending to use some of a $20,000 unspent allocation from the purchase of the digital court recording equipment for the POA office within the City Clerk’s Division.

Kevin C. Christenson
City Clerk
Corporate Services