

---

**TO:** CITY MANAGER **DATE:** 2005 September 06  
**FROM:** DIRECTOR FINANCE **FILE:** 8900-01  
*Reference: training*  
**SUBJECT:** EXTERNAL TRAINING AUTHORIZATION  
**PURPOSE:** To request Council's approval for training expenses.

---

**RECOMMENDATION:**

1. **THAT** Council authorize expenditures not to exceed \$5,400 for the Manager Financial Services' (Internal Audit) training on auditing SAP (Burnaby's newest business system).

## REPORT

The implementation of SAP business systems that is currently underway necessitates process changes that will affect the way the newly formatted systems will need to be audited in order to effectively ensure all internal controls continue to operate as intended. Training specific to the audit of SAP systems is offered by The Institute of Internal Auditors and is designed to:

Create an understanding of how the implementation of SAP will impact the internal audit department.

Identify ways to re-design the audit program that will provide an effective and efficient audit in a SAP environment.

Provide baseline knowledge of the structural elements, technical features and functions of SAP.

Provide an in depth understanding of internal control features and functions of the various SAP business processes.

The course is taught by Deloitte & Touche in 13 seminars using lectures, case studies, hands on exercises and computer simulation over a five day time period.

The city needs this on-site expertise to aid in our move of existing applications to the new SAP business systems. The training will also help reduce our reliance on external consulting and auditing of the newly implemented systems.

To: City Manager  
From: Director Finance  
Re: Training Authorization  
2005 September 06 ..... Page 2

The costs, including airfare, accommodation and course fee are estimated to be \$5,400. Council approval is required for staff training expenditures in excess of \$2,500.



Rick Earle

DIRECTOR FINANCE