



MINUTES

GENERAL PURPOSES COMMITTEE

Date: Tuesday, September 4th, 2001
Place: Anderson Room
Richmond City Hall
Present: Acting Mayor Lyn Greenhill, Chair
Councillor Linda Barnes
Councillor Bill McNulty
Councillor Harold Steves
Absent: Councillor Kiichi Kumagai
Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

1. It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on Monday, August 20th, 2001, be adopted as circulated.

CARRIED

FINANCE & CORPORATE SERVICES DIVISION

2. **KPMG MANAGEMENT LETTER**
(Report: Aug. 24/01, File No.: 0950-01) (REDMS No. 491522)

The General Manager, Finance & Corporate Services, Jim Bruce, introduced Mr. Don Matthew, of KPMG Chartered Accountants, who then reviewed the details of the management letter with the Committee. A brief discussion then ensued among Committee members, staff and the delegation on such matters as:

- > the reasons for the delay in the forwarding of invoices to the Accounts Payable department in a timely manner
- > disaster recovery planning
- > authorization of corporate Visa Card expenses.

It was moved and seconded
That the report (dated August 24th, 2001 from the Director of Finance), regarding the KPMG Management Letter, be received for information.

CARRIED

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:15 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, September 4th, 2001.

Acting Mayor Lyn Greenhill
Chair

Fran J. Ashton
Executive Assistant