**FREEDOM OF INFORMATION REQUEST FOI 2017-01163**

**Parks, Forestry and Recreation Division has been asked to provide additional information based on feedback from requester, response includes an index below and the excel files with detailed data and descriptions on each work sheet.**

**Previous Freedom of Information request were made for:**

**2015 and 2016 - financial records for Ward 18 and;**

**Dufferin Grove daily income recorded.**

**The Requester has access to Open Data online, Pcard transaction for every division is posted for public review.**

REQUESTER'S COMMENTS:

*From the Ward 18 SAP it appears that the cost of buying groceries to prepare food for park programs was higher than the revenue generated by the sale of food.*

*A breakdown of the amounts and sources that make up the following cost element items in the Ward 18 SAP document*

*Cost element* ***8546*** *$79,384.15 cafeteria revenue (SAP 2015) and $87,473.39 (SAP 2016)*

*Cost element* ***9450*** *$3321.76 sundry revenue (SAP 2015) and $3795.64 (SAP 2016)*

*Cost element* ***9696*** *sale of materials $46,865.59 (SAP 2015) and $37,735.87 (SAP 2016)*

**PFR Findings, Attachment Called: 'Break Down of amounts (8546, 9450 & 9605)'** detailed results for ward 18 financial records, for 2015 and 2016.

Assuming that 9696 is a typo, based on the subject/title of the GL called sale of materials, GL # 9606 information is provided.

Header: column A) shows the value; column B): shows the date posted in SAP; column C) is the description of the transaction.

Worksheet 1) First tab, for GL 8546 the 3 GL accounts are the requester's main focus.

Work sheet 2) Second tab, for GL 9450, sundry revenue.

The title of this GL that staff used to record

Work sheet 3) Third tab, this information is for GL 8546, cafeteria revenue.

The title of this GL account best descripted the transaction staff recorded, for their snack bar revenue.

REQUESTER'S COMMENTS:

*Clarification of why there are cost element totals from PCards that are larger than the same cost element totals on SAP specifically (what cost centres she is looking at)*

*Cost element* ***2600*** *recreational and educational supplies $8475.12 (SAP totals 2015) vs $13,424.74 (PCard totals 2015)*

*Cost element* ***2099*** *other office material $851.56 (SAP totals 2015) vs $2119.03 (PCard totals 2015)*

*Cost element* ***3050*** *M&E kitchen $173.69 (SAP totals 2015) vs $709.42 (PCard totals 2015)*

**PFR Findings, Attachment Called: 'SAP & Pcard details 2600 2099 3050'** detailed data and visual comparison of SAP total and PCard data (open data and internal SAP Pcard data).

Worksheet 1) 2600 – previously sent to clerk – totals are highlighted GREEN

Worksheet 2) 2600 – Open Data Pcard records, from Open data online – Total in RED

Worksheet 3) 2600 – SAP transactions, this correlates to worksheet 1 totals provided and

 worksheet 2 records from open data Pcard

Worksheet 4) 2099 – previously sent to clerk – totals are highlighted GREEN

Worksheet 5) 2099 – Open Data Pcard records, from Open data online – Total in RED Worksheet 6) 2099 – SAP transactions, this correlates to worksheet 1 totals provided and

 worksheet 2 records from open data Pcard

Worksheet 7) 3050 – previously sent to clerk – totals are highlighted GREEN

Worksheet 8) 3050 – Open Data Pcard records, from Open data online – Total in RED Worksheet 8) 3050 – SAP transactions, this correlates to worksheet 1 totals provided and

 worksheet 2 records from open data Pcard

REQUESTER'S COMMENTS:

*Clarification about Ward 18 SAP Dufferin Grove Park expense item #158 ticket/admission fee of $3868 tickets or admission for what*

These transactions were incorrectly recorded to cost centre P10503. These charges were for summer camp participant attending various attractions as part of their enrollment in the City of Toronto summer camp program, however did not relate to Dufferin Grove and should not have been charged to Cost Centre P10503.

PFR Financial Services is working with Community Recreation to correct current and future charges, new charges will no longer be recorded to Dufferin Grove accounts.

Past records cannot be amended; on a go forward basis we can correct 2017 entries to ensure discrepancies are avoided and not submitted to P10503.

**PFR Findings, Attachment Called: 'GL 4118 P10503',** transaction posted in SAP for Cost Centre P10503 is provided.

This account is specifically for Dufferin Grove Community Recreation Facility Operations.

The 2 items GL 2215 for Hydro and GL 7070 for IDC-Fac Main Svcs are accurate charges recorded for CR Facility Operations.

All other posted transactions for other (2600, 2750, 3020, 4118 and 4452) are associated with Community Reaction Staff Pcard purchases. These were incorrectly allocated to P10503.