



FEB 28 2018

COMMITTEES BRANCH

# Memorandum

Ministry of Advanced Education

**From:** Mark McLoughlin  
Deputy Minister of Advanced Education

**Date:** February 28, 2018

**Phone:** (306) 787-7071

**Fax:** (306) 798-0975

**To:** Ms. Danielle Chartier, Chair  
Standing Committee on Public Accounts

**Re:** **Reporting of Public Losses – Saskatchewan Polytechnic and Regional Colleges**

I have attached the report of Losses of Public Money at Saskatchewan Polytechnic and Regional Colleges for the period July 1, 2016 to December 31, 2017. This report is the first of its kind for Saskatchewan Polytechnic and the regional colleges.

The report contains two instances of losses of public money over \$500 due to fraud or similar acts by employees or by third parties:

- A former employee is suspected of stealing cash rent payments totalling \$11,300 from North West College in Meadow Lake.
- Cash payments of \$1,545 received by non-financial services staff at Saskatchewan Polytechnic's Moose Jaw campus went missing before they could be deposited.

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In both cases, the institutions have addressed any internal weaknesses. Policies and procedures have been enhanced to reduce the risk of similar incidents occurring in the future.

Sincerely,



Mark McLoughlin  
Deputy Minister of Advanced Education

Attachment

cc: Don McMorris, Deputy Chair, Standing Committee on Public Accounts  
Honourable Tina Beaudry-Mellor, Minister of Advanced Education  
Kent Campbell, Interim Deputy Minister to the Premier and Cabinet Secretary,  
Executive Council  
Scott Giroux, Executive Director, Corporate Services and Accountability,  
Ministry of Advanced Education  
Kathy Burianyk, Senior Public Accounts Committee Clerk

**Losses of Public Money\***  
**Saskatchewan Polytechnic and Regional Colleges**  
**For the Period July 1, 2016 to December 31, 2017**

| Date of Occurrence        | Institution              | Description   | Amount   | Action Taken   |
|---------------------------|--------------------------|---|----------|--|
| December 2016 to May 2017 | North West College       | Loss of cash. An employee is suspected of stealing student residence rent payments made in cash. No charges have been laid.             | \$11,300 | The College discovered the missing funds based on its internal control system. An employee resigned upon discovery of the missing cash and a report was filed with the RCMP. Upon conclusion of the legal process, the College will determine if an insurance claim can be filed. The College has improved its cash handling controls and implemented regularly scheduled reconciliation and audit procedures. |
| May 27, 2016              | Saskatchewan Polytechnic | Theft of cash. Payment for merchandise sold was received by non-financial services staff and went missing before it could be deposited. | \$1,545  | An internal investigation was conducted, with the person responsible not being identified. The Moose Jaw Police Service also completed an investigation, with no charges being laid. Saskatchewan Polytechnic has revised its customer payment processes and discontinued the practice of non-financial services staff accepting payments.   |

\* This is the Ministry of Advanced Education's initial report on Losses of Public Money at Saskatchewan Polytechnic and Regional Colleges.

\*\* Loss occurred on May 27, 2016 but was disclosed during reporting period identified above.