



## External Audit

### Background

The financial statement audit shall be conducted in accordance with PSAS as established by the Public Sector Accounting Board and include a general review of the adequacy of the accounting procedures and systems of controls employed to preserve and protect the assets of KTCEA.

### Guidelines

1. The scope of the external audit shall include all financial transactions conducted by KTCEA.
2. The qualified external auditor shall have access to all books, records, accounts and vouchers and can request this information from any KTCEA staff. Where any person refuses or fails to comply with any provision of this policy or hinders or refuses to permit or assist an external auditor in the exercise of his/her duties, the external auditor shall report the circumstances to the Superintendent, or the Board as deemed appropriate.

#	Procedure	Roles & Responsibilities
1.	<p>Annual Audit</p> <p>1.1 The Finance Director shall provide the external auditor with relevant information including KTCEA Board decisions, KTCEA Policies and Procedures and any other related documents. In addition, the Finance Director will provide the external auditor with information on any significant accounting issues, developments or changes for KTCEA that could have an impact on the audit and the Audit Report.</p> <p>1.2 Immediately after the end of the year, the Finance Director or designate will begin year end procedures and preparation of schedules including third party confirmation letters, bank confirmations, and account balance reconciliations.</p> <p>1.3 The external auditor will complete the audit and prepare draft financial statements for review and approval by the Board.</p> <p>1.4 The external auditor shall deliver required copies of the Audit Report to KTCEA within 90 days after fiscal year end.</p> <p>1.5 The Audit Report shall be reviewed and accepted by the Board and the financial statements shall be signed by</p>	<p>Board</p> <p>Superintendent</p> <p>Finance Director</p> <p>External Auditor</p>

	<p>the Board Chairperson, the Superintendent and the Finance Director.</p> <p>1.6 The Finance Director or designate will forward copies of the Audit Report and the audited financial statements to appropriate funding agencies where required in applicable funding agreements.</p> <p>1.7 The Finance Director shall keep on file all written reports of the external auditor together with the related financial statements.</p>	
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**Definitions:**

Audit Report is the External Auditor’s opinion on whether the financial statements present, in all material respects, the financial position of KTCEA.

PSAS means Canadian public sector accounting standards as established by the Public Sector Accounting Board.

Qualified External Auditor is a member in good standing of a recognized accounting body.

**References:**

Policy 16-F: External Audit of the KTCEA Policy Manual.

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services.