

Staff Report: Proposed Schedule 2017 Audit  
To: Board of Trustees  
Fred Lizotte CPA, McLean, Lizotte, Wheadon and Company  
From: Andrew Peat CAO  
Date: December 17, 2017

The District's August 22 2017 RFP for "Financial Audit Services" defined the **Services** (page 4) and an **Annual Audit Schedule** (pages 5 and 6) expected of the auditor. The *Expression of Interest* received from McLean, Lizotte Wheadon and Company dated September 28, 2017 proposed an audit timetable (page 7).

I have spoken with Mr. Frederick Lizotte providing some background information and discussing in general terms the District's accounting practises, procedures, and internal controls (how things are done on the normal day-to-day basis). Mr. Lizotte and I also discussed the audit timetable and agreed that the schedule proposed in their *Expression of Interest* is practical for both parties with the one change – it being proposed that a meeting be arranged for the full Board to meet with him in mid-February to review the interim financial statements. An opportunity for Mr. Lizotte to report to the Board his initial findings and for trustees to ask questions and express any concerns they might have.

#### **Audit Timetable**

Interim audit	December 2017 through mid January 2018
Testing of systems and controls	mid January 2018
Audit of financial statement and Detailed testing	mid January 2018 through mid February 2018
Meeting with Board of Trustees to discuss findings and draft interim statements	mid February 2018
Finalization of audit and meeting with Finance Committee	mid to late March 2018
Approval of Statements	early April 2018
Attendance at AGM	late April 2018

Mr. Lizotte has been given a back-up copy of the Quickbooks files and I have discussed with Barb Eisinger my expectation that financial records will be delivered to their offices by mid January after the December 2017 bank and credit card statements have been reconciled. For my part I expect that employees' T4 statements and my review of transaction details will also be completed by mid January to allow Mr. Lizotte to begin work in earnest.

It is my understanding that the auditor will want to review transactions posted early in the subsequent fiscal year together with the relevant bank/credit card statements before finalizing draft financial statements – reporting to the Finance Committee mid to late March.