

Ministry of Education
School Business Support Branch
19th Floor, Mowat Block
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Toronto ON M7A 1L2

Ministère de l'Éducation
Direction du soutien aux activités
scolaires
19^e étage, Édifice Mowat
900, rue Bay
Toronto ON M7A 1L2



2015: SB30

MEMORANDUM TO: Senior Business Officials

FROM: Cheri Hayward
Director
School Business Support Branch

DATE: **October 8, 2015**

SUBJECT: **2014-15 Audit Committee Annual Report to the Ministry**

I am writing to provide you with details concerning the reporting requirements outlined in Ontario Regulation 361/10, "Audit Committees", as it applies to the 2014-15 fiscal year.

Under the Regulation, there is a requirement to report to the Ministry of Education in each fiscal year on or before a date specified by the Minister. The intent of the reporting to the Ministry of Education is twofold:

- A list of the work performed by the internal auditors in the fiscal year provides a report to the Ministry on the use of the internal audit funding allocation; and
- A list of planned enrolment audits for upcoming fiscal years allows better coordination of enrolment audits performed by the Ministry of Education and the regional internal audit teams.

A suggested template for the report to the Ministry is included in Appendix C of the [Guideline on Audit Committee Reporting](#).

The audit committee should present the report for the 2014-15 fiscal year, signed by the audit committee chair, to the Board of Trustees no later than November 30, 2015. The Board of Trustees should submit the report to the Ministry by January 15, 2016. The audit committee does not need to hold a formal meeting to develop this report.

Please submit the report to:

Paula Hatt
Senior Analyst, Audit
School Business Support Branch
19th Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Given the recent change to the reporting requirements in the Regulation (see 2015: SB19), please do not send the Ministry your audit committee's Annual Report to the Board of Trustees (Appendix B of the Guideline). This report contains information that is not required by the Ministry.

For any questions relating to the audit committee annual report, please contact Paula Hatt, Senior Analyst, Audit at paula.hatt@ontario.ca or 416-326-1170.

Original signed by:

Cheri Hayward
Director
School Business Support Branch

cc: Directors of Education
Regional Internal Audit Managers
Dan Duszczyszyn, Regional Internal Audit Coordinator