

Ministry of Education

School Business Support Branch
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2016: SB14

MEMORANDUM TO: Senior Business Officials
Regional Internal Audit Managers

FROM: Cheri Hayward
Director
School Business Support Branch

DATE: **April 29, 2016**

SUBJECT: **Update on the Internal Audit Leading Practice
Repository**

In 2015: SB20, volunteers were requested to join a committee tasked with developing a tool to share with the sector leading practices identified through internal audits. This memorandum is intended to provide an update on the project.

I would like to thank all volunteers for their participation in the committee. These volunteers represent 15 boards (senior business officials, finance managers and board internal auditors), 6 regional internal audit teams (RIAT) and the Regional Internal Audit Coordinator. This reflects a strong desire in the sector for sharing leading practices.

Pilot

The repository will be piloted with the leading practices of a single process from the standard audit universe. The committee has selected the payroll process.

The pilot will be available to the sector by September 2016. To participate, payroll leading practices should be submitted by August 1, 2016 using the process specified below.

Once the pilot is successfully implemented, the repository will be expanded to include all processes in the school board audit universe.

Submission Process

A standard template should be used to document leading practices, which will be provided to senior business officials (SBO) and regional internal audit managers (RIAM) when available.

The process to submit a leading practice for inclusion in the repository is as follows:

- Internal auditors (regional or board) will populate the template. Each leading practice identified should be included in a separate document. As agreed upon by COSBO, information to be captured includes the school board's name.
- The relevant board's SBO must approve each leading practice.
- All approved documents will be sent to the Ministry, translated into English (if required) and forwarded to a professional writer who will review each leading practice for clarity. Please send your approved documents to Paula Hatt, Senior Analyst, Audit at paula.hatt@ontario.ca.
- Reviewed documents will be translated and converted to PDF, with both English and French versions posted to the repository.

The repository will be hosted on a password protected website. Further details will be shared when available. Access will be provided to all SBOs and RIAMs. SBO approval will be required for board internal auditors and finance managers to gain access.

Eligible Leading Practices

All leading practices identified through internal audits undertaken by RIATs or board internal auditors are eligible to be included in the repository, including exemplary practices and recommendations or action plans made in response to findings. All completed templates approved and submitted will be included in the repository.

To keep the repository current, it will include practices from audits completed in 2014-15 and beyond. Specific practices from earlier years may be selected if all relevant parties agree.

I encourage you to support the repository by sharing your board's leading practices. Participation is critical in creating a tool that meets the sector's needs.

For any questions relating to the repository, please contact Paula Hatt at paula.hatt@ontario.ca or 416-326-1170.

Original signed by

Cheri Hayward
Director
School Business Support Branch

cc: Dan Duszczyzyn, Regional Internal Audit Coordinator