Ministry of Education

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Ontario

2016: SB38

MEMORANDUM TO:	Senior Business Officials Regional Internal Audit Managers
FROM:	Cheri Hayward Director School Business Support Branch
DATE:	**December 19, 2016**
SUBJECT:	**Leading Practice Repository Pilot**

I am pleased to announce that the pilot of the internal audit leading practice repository is now available.

How to Access

The repository is located on the Ontario Association of School Business Officials' (OASBO) website. In order to access the repository, you must be an OASBO Active member (fee: $226). Please visit the website to join OASBO.

The repository is open to both senior business officials (SBO) and regional internal audit managers (RIAM). Finance managers and board internal auditors will receive access on approval of the SBO, with regional internal auditors requiring RIAM approval.

Access to the repository is available to:

- SBOs through the COSBO committee

- RIAMs, finance managers and internal auditors through the newly created "Regional Internal Audit Managers" committee

These groups are private and require OASBO to approve membership. This will ensure access to the repository is restricted.

SBOs and RIAMs who are not yet a member of one of these committees will need to

send a request for committee membership, as well as approved requests for finance managers and internal auditors. To facilitate this process, the Ministry will receive requests and submit these in batches to OASBO. Please forward all requests to Paula Hatt at paula.hatt@ontario.ca.

Once your request has been approved, you will receive notification from OABSO. Members will find the committee page by selecting "My Profile" from the menu on the top right of the screen, followed by "Groups" from the menu on the right. Choose your committee on the "My Groups" page to enter the private page. Selecting "Group Pages" under the committee name will provide you with the option of accessing the repository in English or French. Note that while the repository is bilingual, the remainder of the website is English only.

I would like to thank OASBO for agreeing to host the repository and Ljiljana Allgeier for her efforts in creating the repository. I would also like to thank the Leading Practice Repository Committee volunteers for their continuing participation and feedback on this initiative.

Additional Processes

To manage the volume of future submissions, the addition of the remaining processes to the repository will be staggered. In addition to any new payroll practices, submissions for the following processes (as chosen by RIAMs) will now be accepted:

- Construction monitoring & management

- Continuing education

- Data management and back up

- Manage IT security, network and application access management

- Special education

For inclusion in the next update to the repository, please submit practices by January 31st. Submission instructions are included in 2016: SB14.

Contacts

For any questions related to a specific leading practice, please contact the individual listed on the document.

For general inquiries related to the repository, please contact Paula Hatt, Senior Analyst, Audit at paula.hatt@ontario.ca or 416-326-1170.

Original signed by

Cheri Hayward
Director
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cc: Dan Duszczyszyn, Regional Internal Audit Coordinator