

Ministry of Education

Education Labour and Finance
Division

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Ministère de l'Éducation

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2022: SB32

Date: November 15, 2022

Memorandum To: Senior Business Officials

From: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Subject: 2021-22 Audit Committee Annual Report

The purpose of this memorandum is to remind district school boards of the reporting requirements outlined in Ontario Regulation 361/10, *Audit Committees* for the 2021-22 school year.

Under this Regulation, there is a requirement for district school boards to report to the Ministry of Education:

- a summary of the work performed by the regional internal audit team (RIAT) for the 2021-22 school year;
- a summary of the work the RIAT is expected to perform during the school year as per their annual/multi-year audit plan and;
- any enrolment audits planned by the RIAT for the 2022-23 school year, if applicable.

This annual reporting by district school boards informs the ministry on the use of RIAT funding allocations and allows for better coordination of enrolment audits of Ontario's district school boards.

SUBMISSION OF REPORTS

For the 2021-22 school year, the ministry is pleased to share that the process to submit annual reports is being simplified. In previous years, school boards have submitted a signed copy of this report in a PDF format and the Excel template electronically. To streamline the submission process, the ministry has set up a SharePoint site at [School Board Financial Reports](#) where school boards are requested to complete the report by **December 31, 2022**. Please refer to the [instructions document](#) on how to access the SharePoint site.

For school boards that have followed the 2020-21 school year process and have already emailed a copy of the 2021-22 annual audit committee report to EDULABFINANCE@ontario.ca using last year's excel template and PDF format, there is no need to complete the 2021-22 report template.

For any questions relating to the audit committee annual report, please contact me by email at Med.Ahmadoun@ontario.ca or by phone at (416) 326-0201.

Sincerely,

Original signed by

Med Ahmadoun
Director
Financial Analysis and Accountability Branch