



September 28, 2007

**VIA EMAIL**  
Our Ref: 122229

To: All Secretary-Treasurers  
All School Districts

**Re: 2007/08 Compliance Review Audit Program**

The Funding and Compliance Unit, Resource Management Division, conducts Enrolment Reviews annually. Reviews are conducted in the areas of Continuing Education, Special Education, Distributed Learning, and for Regular Enrolment, including Aboriginal Education and English as a Second Language.

The purpose of these audits is to provide assurance to the Ministry and boards of education that instructions contained in Form 1701: Student Data Collections, Completion Instructions for Public Schools, and Ministry policy are being followed. The findings from these audits may result in funding adjustments to school districts.

For 2007/08 audits, funded FTE errors found will be extrapolated to fifty percent of the population of district enrolment in the specified audit category. The total extrapolated monetary error will be withheld by the Ministry to be distributed by year-end in the form of funding for specific initiatives. Ability for a district to appeal audit findings remains intact from prior years.

Attached for information and distribution, please find the Draft 2007/08 audit programs for Continuing Education, Regular Enrolment and Distributed Learning which identifies the audit criteria and procedure for these programs.

The Ministry is currently reviewing enrolment and other related data to select school districts for this year's program of review. Should your district be selected, a letter of notification will be sent to the Superintendent of Schools at least two weeks in advance of the review. We extend our appreciation in advance for your cooperation with the compliance review teams and recognize the additional effort required to facilitate this process.

Yours sincerely,

*Original signed by*

Doug Stewart  
Assistant Deputy Minister

Attachments (3)

pc: All Superintendents

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**Ministry of  
Education**

Resource Management  
Division

Mailing Address:  
PO BOX 9151 STN PROV GOVT  
Victoria BC V8W 9H1  
Telephone: (250) 356-2588  
Facsimile: (250) 387-1451

Location:  
5th Floor  
620 Superior St  
Victoria BC