



VIA EMAIL
Ref: 169369

September 4, 2013

To: All Superintendents
All Secretary-Treasurers

Re: 2013/14 Compliance Audit Process – BCeSIS

As in previous years, the 2013/14 compliance audits will use the audit process implemented for district offices and schools that use BCeSIS.

Access to BCeSIS is granted for audit purposes in accordance with the Ministry of Education's Compliance Audit Policy which states, "*Ministry staff and contracted auditors assigned to compliance audits are authorized to have access to all school district records.*"

In BCeSIS, a "Compliance Auditor", security classification will be created which districts will assign to the Lead Auditor for the duration of the audit process, including the appeal period. This role will provide 'read only' access solely to the person assigned to the role.

Using BCeSIS in the compliance audits has proven to be less intrusive and requires less staff involvement. Auditors are also able to be more proactive and work more efficiently with district staff.

For non-BCeSIS schools, the process will be as it has been in previous years with district staff requested to facilitate the auditors' access to all district records.

Retention of student attendance records and participation documentation for each reporting period verifying district funding claims is required and a notification specific to these procedures will be sent directly to your District's Form 1701 data contact and/or Level 1 BCeSIS staff.

Further information regarding access procedures, as well as the timing and location of specific audits, will be communicated through this branch. If you have any concerns or questions about this process, please contact Joanne Armstrong, Compliance Program Lead, at 250-356-2789.

Yours sincerely,

Dave Duerksen
Director
Funding & Compliance Branch

pc: Joanne Armstrong, Compliance Program Lead
Ian Larsson, BCeSIS Liaison