



August 1, 2008

VIA EMAIL  
Our Ref: 127256

To: All Superintendents  
All Secretary Treasurers

**Re: 2008/09 Compliance Audit Process – BCeSIS**

I am writing to advise that the audit process implemented last year for those district offices and schools that use BCeSIS will be continued for the 2008/09 audit process.

Access to BCeSIS can be 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 security classification would be created called "Compliance Auditor," which districts would assign to the Lead Auditor for the duration of the audit process, including the appeal period. This role would provide 'read only' access solely to the person assigned to the role. Auditors granted access will once again be trained in both the use and the security requirements (including FOIPPA) of the system. This continued training will be undertaken centrally and will not require district resources. As with all security roles in BCeSIS, while they may exist, they cannot be accessed unless assigned to a specific person. Therefore, the district controls the use of this new role.

As found in 2007/08, the Compliance Audit process for BCeSIS schools will be less intrusive with a marked reduction in staff time. Due to early and remote access to the data, Lead Auditors would have advanced access to records which would aid in identifying compliance requirements prior to visiting district offices and schools.

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, as well as any information and explanations necessary for the performance of their compliance audit duties.

The auditors involved in this practice are former district staff who recognize the issues their colleagues undertake on a daily basis. It is not their intention to add to this pressure, but to offer as much assistance as possible to help district offices and schools with compliance requirements in accordance with provincial policies and legislation.

Further information regarding access procedures, as well as the timing and location of specific audits, will be communicated through the Ministry's Resource Management Division. If you have any concerns regarding this process, please contact the Funding and Compliance Unit at (250) 356-2524.

Yours sincerely,

Keith Miller  
Assistant Deputy Minister

pc: Ian Aaron, Director, School District Financial Reporting

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Ministry of  
Education

Resource Management  
Division

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