



September 17, 2009

VIA EMAIL  
Our Ref: 134350

To: All Superintendents  
All Secretary-Treasurers

**Re: 2009/10 Compliance Audit Process – BCeSIS**

For the 2009/10 Compliance Audits the audit process implemented for district offices and schools that use BCeSIS will be continued in an effort to reduce the impact on district staff during the Compliance Audits.

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. 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 role.


As per the findings of the past years', for BCeSIS schools, the Compliance Audit procedures will be less intrusive with a marked reduction in the time staff will be involved. 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 members, 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 Joanne Armstrong, Audit and Senior Analyst, at 250-356-2789.

Yours sincerely,



Reg Bawa, CGA  
Director  
Funding and Compliance Branch

---

Ministry of  
Education

Resource Management  
Division

Mailing Address:  
PO BOX 9151 STN PROV GOVT  
Victoria BC V8W 9H1  
Telephone: (250) 356-2524  
Facsimile: (250) 387-1451

Location:  
4th Floor  
620 Superior St  
Victoria BC