



VIA EMAIL
Our Ref: 148282

September 6, 2011

To: All Superintendents
All Secretary-Treasurers

Re: 2011/12 Compliance Audit Process – BCeSIS

As in previous years, the 2011/12 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.

Districts are advised to retain student attendance records and participation documentation to verify funding claims.

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,

Reg Bawa, CGA
Director

pc: Rod Allen, Superintendent of Learning
Ian Larsson, BCeSIS Liaison
Joanne Armstrong, Compliance Program Lead