



**VIA EMAIL**  
Our Ref: 161875

August 23, 2012

To: All Secretary-Treasurers  
All School Districts

**Re: 2012/13 Compliance Audit Program**

The Funding and Compliance Branch of the Resource Management Division, conducts Enrolment Reviews annually. Reviews are conducted in the areas of Continuing Education, Special Education, Distributed Learning, Summer Learning, and for K-12 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 policies are being followed. The findings from these audits may result in funding adjustments to school districts (including those eligible for funding protection) and the ability for a district to appeal audit findings remains intact from prior years. Funding recoveries will be expanded to include FTEs outside of the audit sample where the auditors identify a clear link between audit findings in their sample and those FTEs outside the sample.

Attached for information and distribution are the 2012/13 audit programs for Continuing Education, Regular Enrolment, Summer Learning and Distributed Learning which identify the audit criteria and procedures the auditors will use. We encourage you to share these attachments with the related program staff.

The Ministry is currently reviewing enrolment and other related data to select school districts for this year's program of review. Districts are advised to retain student attendance records and participation documentation to verify funding claims. 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.

Yours sincerely,

Ian Aaron, CA  
Interim Director

Attachments (4)

pc: All Superintendents  
Keith Miller, Assistant Deputy Minister  
Rod Allen, Superintendent, Learning Division  
Sherri Mohoruk, Superintendent of Liaison  
Joanne Armstrong, Compliance Program Lead

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**Ministry of Education** Resource Management Division  
Funding & Compliance Branch

Mailing Address:  
PO BOX 9151 STN PROV GOVT  
Victoria BC V8W 9H1  
Telephone: (250) 387-0893  
Facsimile: (250) 387-1451

Location:  
5<sup>th</sup> Floor  
620 Superior Street  
Victoria BC