



September 21, 2018

To: All Secretary-Treasurers
All School Districts

Re: 2018/19 Compliance Review Audit Program

The School District Financial Reporting & Compliance Unit of the Resource Management Division conducts Compliance Enrolment review audits. These review audits are undertaken in the areas of Continuing Education, Special Education, Distributed Learning, Summer Learning, and for K-12 Regular Enrolment, including Aboriginal Education and English Language Learning.

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 the 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 in place from prior years. Funding recoveries are 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.

For information and distribution to your schools, here is the [link](#) to the 2018/19 compliance audit programs for Summer Learning, Continuing Education, Regular Enrolment, and Distributed Learning which identifies the audit criteria and procedures the auditors will use. We encourage you to share these with the related staff.

The Ministry is currently reviewing enrolment and other related data to select school districts for this year's program. **Retention of student attendance records and participation documentation at each Form 1701 data collection reporting period is required to verify the District's claims and to assist in the enrolment audit process.** The recommended retention documentation for your Level 1 District Data team members can be found [here](#).

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. I recognize the additional effort required of your staff to facilitate this process, and thank you for your cooperation

If you have any questions, please contact Joanne Armstrong, Compliance Program Lead at 250-356-2789

Yours sincerely,

Ian Aaron
Director
pc: All Superintendents