

Deputy Minister's Bulletin

Ministry of Education and Child Care



2023/24 Compliance Audit Program

August 25, 2023

The Funding and Financial Accountability Branch of the Resource Management Division conducts compliance reviews of school district funding claims. These audits are undertaken in the areas of Continuing Education, Inclusive Education, Online Learning, Summer Learning, and K-12 Regular Enrolment, including Indigenous Education and English Language Learning supplemental services.

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* on the [Kindergarten-12 Data Collections web page](#) and [public school 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.

Consistent with 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.

The procedures the auditors will use this school year can be found on the [2023/24 Compliance Audit web page](#). Please share this information with your schools and staff as appropriate.

The ministry will be reviewing enrolment and other relevant data to select school districts for this year's program. This will include a review of prior years' audit reports to identify school districts that may benefit from a follow-up audit. **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 on the [Compliance Program Information web page](#).

If your district is selected, a letter of notification will be sent to the Superintendent of Schools at least two weeks in advance of the review. There may be modifications to how compliance audits are undertaken. Modification specifics will be communicated to districts that have been selected for audit.

We 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 or joanne.armstrong@gov.bc.ca.