



MEMORANDUM

March 5, 2024
Regular Board Meeting

TO Board of Trustees

FROM Eric Cameron, Audit Committee Chair

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Jason Krefting, Director Financial Services

GOVERNANCE POLICY Board Policy 8: Board Committees

ADDITIONAL REFERENCE BP 2: Assurance and Accountability
Education Act

SUBJECT **APPOINTMENT OF AUDITOR**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

The Board of Trustees approves the appointment of MNP LLP as the auditors for Parkland School Division for a period of five years at the Regular Meeting on March 5, 2024.

BACKGROUND

The purpose of an audit is for an independent third party to examine the financial statements of an entity. This examination is an objective evaluation of the statements, which results in an audit opinion regarding whether the statements have been presented fairly and in accordance with the applicable accounting framework. Alberta Education requires that annual financial statements for the Division are audited by an independent auditor. The Division completed a Request for Proposal (RFP) where Audit firms were invited to submit bids to the Division. The bids were evaluated based on a scoring matrix to ensure that the Division receives the best value based on the requirements of the RFP. The RFP was for a five-year term as it is good practice to appoint an auditor for a fixed period of time and then at the end of the term do a request for proposal for audit services to give the Board the opportunity to change auditors based on services and/or price. A fixed period of time is required as it

takes time for an audit team to understand the nature of the organization's business and the type of business transactions, internal control practices and the regulatory environment the organization operates within.

The five-year appointment would cover the audit engagements to the completion of the August 31, 2028 audit.

The *Education Act* requires that each Board has an Audit Committee that recommends an auditor to the Board and each Board shall appoint an auditor.

SM:kz