Financial Audit

Number:	1.5.1
Responsible Executive:	Chief Financial Officer
Approval Authority:	Board of Governors
Effective Date:	November 4, 2026
Next Review Date:	November 3, 2031
Category:	Administration

PURPPOSE

The audit policy confirms the requirement of annual financial audits for the College.

The College's objective is to achieve reliability of our Financial Statements to outside parties such as the Ministry of Education and Childcare and the Ministry of Post-Secondary Education and Future Skills.

SCOPE

An Annual audit to perform specified auditing procedures with respect to the certification of fees as defined in the B.C. *Bonding Act* and as required by the Ministry of Education and Childcare.

An Annual audit of the full financial activity of the College as required by the Ministry of Post-Secondary Education and Future Skills.

Management makes certain that sufficient internal control procedures are undertaken throughout the year to provide assurance that the financial statements are free from material misstatement.

Management of the College is responsible for the preparation and fair representation of the financial statements in accordance with Canadian Accounting Standards for Private Enterprises (ASPE).

POLICY STATEMENTS

1. KMPG is engaged to complete the annual audits.
2. KMPG is independent of the College in accordance with the ethical requirements that are relevant to the audit of our financial statements.
3. The Board of Governors has approved KMPG as the corporate accounting team for the College.
4. All changes to the audit team must be approved prior to the start of the audit by the Board of Governors.

PROCEDURES

5. KPMG conducts the audit in accordance with Canadian Auditing Standards (CAS).
6. Upon completion of all data entry up to and including June 30th of each year Management contacts KPMG to set the date for the performance of the audit as defined in the B.C. *Bonding Act.*
7. Prior to the date of the audit the Chief Financial Officer (CFO) will confirm that all analysis documents required for the audit have been completed and are available to the audit team.
8. The KMPG audit team will attend the College to perform the audit in mid-July of each year.

9. KPMG provides the College with the Audit Report and the completed Fees and Bonding Statement for the applicable School Year for submission by the College to the Ministry of Education and Childcare on or before July 31st of each year.
10. Management makes certain that all financial security is in place and provided to the Ministry of Education and Childcare on or before September 1st of each year.
11. For the annual Fiscal Year End audit, management of the College contacts KPMG when the Fiscal Year end has been completed internally to set the date for the performance of the audit.
12. The Fiscal Year End of the College is July 31st, the auditing process by KPMG begins on or about November 1st and concludes no later than December 31st of the same year.
13. It is the responsibility of the CFO to make certain that the audit documents, analysis, and files are made available to the audit team.
14. KPMG also completes and files the annual corporate tax return on behalf of the College on or before January 31st of the next year.

DEFINITIONS

Audit: The process of analyzing a company's financial records and determining if they are accurate and that there has been no malpractice, misrepresentation or financial mismanagement.

Internal Controls: Policies and procedures implemented to ensure financial reports are reliable and activities are compliant with applicable regulatory requirements.

Fiscal Year End: The date on which a company finishes a 12-month accounting period.

Ministry of Education and Child Care: The Ministry's role is to provide leadership and funding to the K-12 education system, through governance, legislation, policy, and standards.

Ministry of Post-Secondary Education and Future Skills: The Ministry provides leadership and direction for post-secondary education and skills training systems in BC as well as labour market information and programs.

Canadian Accounting Standards for Private Enterprises (ASPE): ASPE provides guidelines for recognizing revenue, evaluating assets and accounting for liabilities.

Canadian Auditing Standards (CAS): CAS are principals that auditors follow when reviewing a company's financial records.

RELATED RESOURCES

- Bonding Act, RSBC 1996, c 30
- Canadian Accounting Standards for Private Enterprises (ASPE)
- Canadian Auditing Standards (CAS)