



From the Department of Finance

Audit Program - Elementary

Location:
Fieldwork Date:
Prepared by:

Planning/Prep

Reference	Procedure	Completed?	Comment or Reference
General	Contact the school Principal to arrange the audit visit. Ensure the timing works for both the Secretary and Principal.		
Reports/Samples	In Report Writer - run a GL account summary and GL account detailed transaction report for both fund 10 accounts, and special purpose funds. Take note of the timing of the audit and the amount of budget remaining in the fund 10 operating accounts.		
	In Report Writer - create a list of the reports the Secretary and Admin staff have access to		
	In BMO Spend Dynamics, run a report to determine the p-cards assigned to the school		
	In BMO Spend Dynamics, select a sample of 5 p-card transactions from at least 2 different p-cards (one being a teams card) to review for appropriate authorization/supporting documentation while on site		
	Obtain report showing petty cash total at the location selected for the audit		
	Review the detailed unreviewed p-cards spreadsheet maintained by payables and note the number of transactions (if any) that have not been reconciled		
	Select a copy of a recent journal entry prepared by the secretary		
	Select a sample deposit to go through with the Secretary on site		
	Review the school Cash Online account to determine: a) are they using School Cash Online? b) If yes, are there additional items that could be set up in SCO? c) have they used the donation module?		
Other	Have discussions with the Finance Assistant staff prior to the audit to determine if there are any areas of concern with regards to purchasing, payables, receivables that would be worth noting and investigating during the audit		

Audit Procedures

Reference	Procedure	Completed?	Comment or Reference
-----------	-----------	------------	----------------------

Budgets/Accounts	Inquire with the Principal/Secretary regarding the process for reviewing budgets/accounts a) how often is a review done? b) who is the review done by? is it the Secretary, Principal, together? separate? c) what program is used? Are they running reports in Report Viewer? d) are they using My Budget File to allocate their budgets? e) is this a high level summary review or a detailed review of transactions?		
	Does the school have Fund 48 accounts? Do they understand the difference between Fund 48, 60 and 10?		
	Does the school have separate book (520) accounts in both Fund 10 and Fund 60? Are they using these accounts and do they understand the difference between these accounts and the others?		
	Does the school have a balance in their prior year (501) GL? Do they understand what this account is used for and the timing of when budgets will show in this GL? Do they understand they should move these funds (or deficit), once received, to a GL relevant to planned expenditures (via MBF).		
Cash Handling	Discuss and document the general cash handling procedures at the school including: a) Is all cash collected at the school brought into the office daily? (not kept in drawers, cabinets, at home etc.) Is there appropriate support for what the cash is for included? b) Where is cash kept overnight? c) Are there ever circumstances where cash cannot be taken to the office by a teacher at the end of the school day? what happens in these circumstances? d) Are there ever events where cash is collected outside of regular school days/hours? is appropriate planning done to ensure cash collected is safeguarded and counted by more than one individual at the end of the event?		
	Given the large number of gift cards purchased related to the Student Family Affordability Fund, where are gift cards being stored? How many are being stored at a time?		
	How many individuals have access to the safe? Is the key/combination kept in a secure location?		
Petty Cash	Where is the petty cash stored? Perform a re-count of the petty cash on hand and ensure total receipts + cash on hand = total petty cash school has been allocated. Are receipts included detailed and coded? How often is the petty cash reconciled?		
Deposits - Cash/Cheques	How often are deposits done? Per AP337 - Cash Handling Procedures for School Generated Funds, once a school receives \$2,000 in cash a deposit must be done, or at a minimum a deposit must be done every Friday		

	<p>Using the sample selected, perform a walkthrough of the deposit process.</p> <p>a) is the Register being closed out properly in School Cash?</p> <p>b) are appropriate descriptions being put in so that enough information can be obtained from GL detail?</p> <p>c) are receipts provided when cash or cheques are received at the office?</p>		
Deposits - School Cash Online	<p>Are items being set up properly in School Cash Catalog? Are items being set up as 'optional', not required? Do they understand the difference between regular, unlisted and public items?</p> <p>When students pay cash for an item set up in School Cash, is the payment being appropriately applied to the student using the Register?</p>		
Purchasing Cards	<p>Give the sample of 5 p-card expenditures to the Secretary and review filed statements specifically noting:</p> <p>a) is there a sufficient filing system in place at the school?</p> <p>b) are there receipts attached to the statement?</p> <p>c) has the GST been properly identified?</p> <p>d) are appropriate descriptions being entered?</p> <p>e) if applicable, have the SOFI fields been filled out?</p> <p>f) is the statement signed by the card holder as well as an authorized signatory?</p>		
	<p>Discuss and document the process for reconciling p-cards.</p> <p>a) are reconciliations being done and approved in a timely manner?</p> <p>b) are Principal statements being sent for approval in a timely manner?</p> <p>c) have there been any issues with unreconciled transactions?</p> <p>d) does the Secretary understand the implications of not doing reconciliations?</p>		
	<p>Discuss and document the process for teams cards.</p> <p>a) where are teams cards stored when they are not being used?</p> <p>b) is there a sign in and out process?</p> <p>c) are individuals told or shown the p-card agreement form indicating what purchases are and are not allowed?</p> <p>d) are cards ever given to non employees of the district?</p>		
	<p>Using the list of p-cards at the school, discuss with the Secretary/Principal whether any of those cards are no longer needed or whether there are any issues with the current limits assigned.</p>		
Statement of Financial Information (SOFI)	<p>Does the secretary understand what the SOFI report is?</p> <p>Have they been properly identifying SOFI'able items when reconciling their BMO? If they don't have it, provide them with a copy of the SOFI information sheet prepared by AP.</p>		
Journal Entries	<p>Review the sample journal entry with the Secretary:</p> <p>a) discuss whether there are any concerns from the Secretary with regards to preparing JE's</p> <p>a) is their appropriate supporting documentation?</p> <p>b) was the JE prepared correctly?</p>		

School Fees	<p>Per AP305 - Student School Supplies, any fees charged must not be excessive and be on a cost recovery basis. In addition, Per AP320 Fees and Deposits, there are a list of permissible fees the board may charge for, but in all cases fees are to assist in covering the costs without realizing profit.</p> <p>Is the school charging fees? Is there a review done after expenditures have come in to determine whether a reasonable amount was charged?</p>		
	<p>Per AP333 Field Trips, parents of students of elementary age (k-7) shall not be asked to pay for either curricular or "whole school, whole class or whole team" extra curricular field trips where the cost to parents/guardians is in excess of \$50.</p> <p>has the school charged any fees in excess of \$50?</p>		
Grants	<p>a) Is the Principal aware of the new grant application process? b) does the school currently have any grants that require specific reporting? If so, has there been any issues getting these reports submitted?</p>		
Document Retention	<p>AP334 - Students and Personal Records, and AP519 - Retention and Destruction of Records speaks to the document retention procedures of the district. Inquire and document what the school's practice is with regards to document retention and ensure it is inline with these AP's.</p>		