



**NANAIMO LADYSMITH PUBLIC SCHOOLS  
BUSINESS COMMITTEE MEETING  
INFORMATION SHEET**

DATE: December 13, 2023  
TO: Business Committee  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: Internal Audit

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**Background**

In June 2023 the Board adopted the revised Policy 2.5 – Board Committees Representation and Annual Workplan, and deleted bylaw 4.2 – Audit Committee Amended Bylaw No. 3-2202A. The amended work plan includes a change to the purpose of the Business Committee to include audit. The following information sheet describes the results of the district’s internal audit function.

**Discussion**

In April 2023, staff began performing formal internal audit visits to schools. The purpose of these visits is to review school’s compliance with district processes, highlight best practices, share knowledge, and ensure that the central finance department is aligned with school needs. In unlikely cases, these audits should also uncover fraud or unnecessary risks to the district.

At this time staff have completed internal audits at two elementary schools and is in the process of completing a third. A review of the accounting for the district’s academy programs was also completed in 2023. The results have been very good with no significant areas of concern identified. Recommendations for improvements were primarily around improving cash handling and budgeting practices.

As time permits staff will continue to perform these reviews over the course of the year. The next report will be provided in November 2024.

