



BOARD MEMORANDUM

Date: November 24, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Liliana LeVesconte, Associate Superintendent, Corporate Services
Subject: Appointment of the External Auditor

Background:

The Education Act, section 138, requires the Board to appoint an Auditor. Also, in accordance with Policy 400, the Division's Board has to appoint an External Auditor for a period of no less than three years. An RFQ for External Audit Services was posted on Alberta Purchasing Connection on October 15, 2021, and closed on October 27, 2021. Four proposals were received, and they have all been reviewed and scored based on an evaluation matrix.

The Auditor's function is to audit the Annual Financial Statements in accordance to the Guidelines provided by Alberta Education and audit the payroll records for pension purposes, according to the Local Authorities Pension Plan requirements.

Upon evaluation of all the proposals and subsequently reviewed by the Finance and People Services Committee on November 8, 2021, we recommend that the highest score Audit Company be selected.

Administration is prepared to respond to questions at the November 24, 2021, Public Board Meeting.

Recommendation:

That the Board of Trustees approve the selection and appointment of MNP to provide external audit services to Sturgeon Public Schools for the next four years (2022 - 2025), as presented at the November 24, 2021, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

