

## **Summary of Audit Committee Requirements as Per Regulation 361/10**

**November 2011**

An audit committee of a board has the following duties related to the board's financial reporting process:

1. To review with the director of education, a senior business official and the external auditor the board's financial statements, with regard to the following:
  - Relevant accounting and reporting practices and issues;
  - Complex or unusual financial and commercial transactions of the board;
  - Material judgments and accounting estimates of the board;
  - Any departures from the accounting principles published from time to time by the Canadian Institute of Chartered Accountants that are applicable to the board.
  
2. To review with the director of education, a senior business official and the external auditor, before the results of an annual external audit are submitted to the board:
  - The results of the annual external audit;
  - Any difficulties encountered in the course of the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information;
  - Any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit; and
  - Any significant disagreements between the external auditor and the director of education or a senior business official and how those disagreements were resolved.
  
3. To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the audit committee members and reflect accounting principles applicable to the board.
  
4. To recommend, if the audit committee considers it appropriate to do so, that the board approve the annual audited financial statements.
  
5. To review with the director of education, a senior business official and the external auditor all matters that the external auditor is required to communicate to the audit committee under generally accepted auditing standards.
  
6. To review with the external auditor material written communications between the external auditor and the director of education or a senior business official.
  
7. To ask the external auditor about whether the financial statements of the board's reporting entities, if any, have been consolidated with the board's financial statements.
  
8. To review the external auditor's audit plan, including,
  - How work will be coordinated with the internal auditor to ensure complete coverage, the reduction of redundant efforts and the effective use of auditing resources;
  - The use of independent public accountants other than the external auditor of the board;
  - To review and confirm the independence of the external auditor; and
  - To ask the external auditor about any other relevant issues.