

# Council Policy

Policy Number: *PLY\_FIN\_Audit\_Policy\_2017*

## Audit Policy

Date Approved by Council: June 27, 2017

County Commissioner:

1. Purpose

This policy is intended to safeguard the integrity and reliability of financial statements provided by Sturgeon County.

2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
<i>June 27, 2017</i>	<i>1.0</i>	<i>New Document</i>

3. Persons/Areas Affected

Council  
Corporate Support  
County Commissioner's Office  
Integrated Growth  
Municipal Services

4. Policy Statement

The County is committed to providing reliable, accurate and timely financial information in order to promote financial transparency and accountability to residents.

Sturgeon County recognizes that by working cooperatively with external auditors the County is not only adhering to statutory requirements, but it helps maintain residents' confidence in financial information provided by the County.

5. Definitions

*External Auditor* – means Auditor appointed by Council as required by the *Municipal Government Act*, RSA 2000, c.M-26.

*Independence* – means freedom from conditions or interests that threaten or could reasonably be perceived to threaten the ability carry out audit responsibilities in an unbiased manner.

*Audit Services* – means services provided by the External Auditor in connection with the audit of Sturgeon County's Financial Statements and its related statutory requirements.

*Non-Audit Services* – means any work provided to Sturgeon County by the External Auditor that do not fall within the scope of Audit Services.

## 6. Responsibilities

The responsibilities of Council include:

- Appointment and Removal (if required) of the External Auditor;
- Approval of annual audited Financial Statements; and
- Receiving and approving Auditor's annual report.
- **Appoint up to two Council Members to the Audit Selection Committee at Council's discretion.**

The responsibilities of Administration include:

- Providing Financial Statements and supporting documents/information to the External Auditor for external audit purposes;
- Making recommendation to Council on the appointment of the External Auditor and the fees for the audit service; and
- Approval of annual audit work plan as provided by the External Auditor.

The County Commissioner will be responsible for implementation and compliance of this policy.

## 7. Procedures

Sturgeon County will appoint the External Auditor for a four (4) year term by July 1<sup>st</sup> on the second year following each general election.

The County will follow the Procurement Directive when appointing the External Auditor for audit services.

**The County will establish an Audit Selection Committee which consists of Administration as well as up to two Council members if appointed by Council.**

When selecting the External Auditor, quality of the audit should not be impacted to obtain a short-term benefit of reduced audit costs.

The External Auditor must remain independent of Sturgeon County at all times and comply with applicable laws, rules and regulation in relation to auditor independence.

The External Auditor may not provide Non-Audit Services without the prior approval of Senior Leadership Team or Council, or that contravenes the standards of the Profession.

The External Auditor will provide a work plan to the Manager of Financial Services prior to the start of the external audit work.

Senior Leadership Team will evaluate the performance and independency of the External Auditor on an annual basis and report any exception to Council.

# Council Policy

---

**Policy Number:** *PLY\_FIN\_Audit\_Policy\_2017*

---

8. Cross Reference  
Summary of Fiscal Principles, Practices and Policies  
*Municipal Government Act, RSA 2000 c.M-26*

AMENDED