



City of
Peterborough

To: Members of the Audit Committee

From: Sandra Clancy, Director of Corporate Services

Meeting Date: September 22, 2014

**Subject: Report CPFS14-024
2014 Audit Plan and Pre-Audit Planning Letter**

Purpose

A report to recommend the City's 2014 Audit Plan and the Pre-Audit Planning Letter be received and that the Mayor and Chair of the Audit Committee sign the Pre-Audit Planning Letter.

Recommendations

That Council approve the recommendations outlined in report CPFS14-024 dated September 22, 2014, of the Director of Corporate Services as follows:

- a) That the 2014 Audit Plan for the Corporation of the City of Peterborough attached to Report CPFS14-024 as Appendix A be received.
- b) That the Mayor and Chair of the Audit Committee be authorized to sign the Pre-Audit Planning Letter attached to Report CPFS14-024 as Appendix B.

Budget and Financial Implications

There are no budget and financial implications of receiving the 2014 Audit Plan or receiving and signing the Pre-Audit Planning Letter.

The Audit plan is heavily dependent on staff resources from both Financial Services as well as other City divisions for financial statement preparation. The 2014 audit fees for the City and all its local boards and agencies are estimated to be \$210,260 plus HST. Sufficient funding is included in the 2014 Operating Budget for these fees.

Background

The Terms of Reference for the Audit Committee specifies that the Audit Committee is responsible for “reviewing the arrangements for the scope of the annual audit, accounting principles, materiality limits, and the reasonableness of the annual audit fee”.

Each year the Audit Committee receives the Audit Plan as prepared by the City’s external auditors, Collins Barrow, Chartered Accountants (the Auditors). We are submitting this to the Audit Committee for their official endorsement to comply with the Terms of Reference.

During the period December 1, 2014 to December 5, 2014, the Auditors will undertake the Interim Audit and Systems Documentation Phase of the 2014 Audit.

The 2014 Audit Plan is attached as Appendix A to this report.

Also attached, as Appendix B to this report, is a letter from the Auditors addressed to the members of the Audit Committee outlining the responsibilities of the parties involved with the audit and the audit approach and methodology that will be used by the Auditors to audit the 2014 Consolidated Financial Statements of the City of Peterborough.

To ensure a clear understanding by the Audit Committee and a record of matters discussed, the Auditors are requesting that the Mayor and Chair of the Audit Committee sign the letter as acknowledgement.

Submitted by,

Sandra Clancy
Director of Corporate Services

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Attachments:

Appendix A - 2014 Audit Plan
Appendix B – Pre-Audit Planning Letter

Appendix A

2014 Audit Plan