

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BUSINESS AND TRANSPORTATION	
<i>Management Guideline</i>	INTERNAL AUDIT GUIDELINE	
<i>Applicable Policy</i>	INTERNAL AUDITS	305

Board Approved: August 10, 1999

The Internal Audit Guidelines have been developed to assist Superior-Greenstone District School Board administrative staff in performing internal audits.

1.0 Random Sample Selection

- 1.1 When a sample is required, the sample will be selected randomly.
- 1.2 In some of the tests, one item is to be selected randomly from the population. In this case, simply select one.
- 1.3 In some of the tests, a number of items are to be randomly selected from the population. In this case, random number tables should be used to select the sample.

2.0 Review of Existing Policy

- 2.1 Contact the principal to arrange a time to conduct the audit.
- 2.2 During the initial phone contact, determine the school staff responsibility for the maintenance of attendance records, enrolment registers, October Reports, and invoice processing.
- 2.3 Meet with the school principal and staff at the prearranged time to complete the audit.
- 2.4 Complete the appropriate Audit Forms and record findings on additional sheets as required. These forms will ensure that there is common review of areas within each school.
- 2.5 Once the audits have been completed, review the results with the principal. Have the principal sign the forms in order to indicate that the results were reviewed and then countersign. Also discuss communications between the Board Office and the school in the areas of enrolment, inventory, invoice processing and cash handling.
- 2.6 Once the audit process is complete, return the original Audit Forms to the Manager of Accounting Services.