



# Palliser Regional Schools

## Palliser Centre

#101, 3305 - 18 Avenue North, Lethbridge, AB T1H 5S1

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January 18, 2019

### **Re: Request for Proposals – Audit Services**

Palliser Regional Division No. 26 requests a quotation to perform the following services for the years ending August 31, 2018-2023:

- I. Audit the prescribed Alberta Government general purpose Financial Statements, schedules, and notes in accordance with CPA Canada Public Sector Accounting (PSA) Handbook standards (without reference to Government Not-for-Profit Sections 4200-4270).
- II. Audit the Local Authorities Pension Plan Annual Statement.
- III. Conduct on-site audits of 3 Palliser Schools – to review School Generated revenues and expenditures.
- IV. Assist, Advise, and provide professional counsel as it relates to the improvement of day to day accounting functions.

Please note that the prescribed Financial Statements, schedules, various notes, supporting working papers and documentation will be prepared by the staff of Palliser Regional Schools No. 26.

### **ELIGIBILITY**

The auditor must be registered with Chartered Professional Accountants Alberta and qualified to perform an assurance engagement under the *Regulated Accounting Profession Act*. Preference will be given to those firms which are currently auditing School Boards and are familiar/up to date with Alberta Education financial statement guidelines.

### **PROPOSAL CONTENT**

The proposal should contain as a minimum the following items:

- Profile of the firm
- Name of person responsible for the audit, complete with profile of this person
- An estimate of the hours anticipated to complete the audit; and
- Audit fee and any fee qualifiers

### **SCOPE OF DUTIES**

- Examine all relevant records of the School Board
- Evaluate the internal controls and prepare the Management Letter
- Audit financial Statements and all necessary schedules
- Complete the audit prior to the November 30 deadline – and report to Palliser Board of Trustees by this date
- External Audits of 3 schools each year

## GENERAL REQUIREMENTS

### Qualified Opinion Statement

- The auditor shall - upon discovery of information or conditions which would lead to the inclusion of a statement of qualifications with respect to the Boards financial statements - immediately inform and fully discuss such matters with the Secretary Treasurer. In addition – the auditor shall allow reasonable time for investigation, analysis, and reporting to correct the problem to avoid inclusion of such qualification.

### Delivery of Audited Financial Statements

- Audited Financial Statements shall be delivered to the Secretary Treasurer no later than November 15 of each year<sup>th</sup>.

### Request for Proposal Considerations

- Proposals are to be received by the Secretary Treasurer no later than February 28, 2019 at 12:00 noon. The lowest proposal will not necessarily be accepted. Proposal should be sealed and clearly marked “Proposal for Audit Services” and addressed:

Palliser Regional Division No. 26 – Dexter Durfey  
101, 3305 - 18th Avenue North  
Lethbridge, AB T1H 5S1

Sincerely,  
Dexter Durfey  
Secretary Treasurer