

### REPORT NAME

Annual external audit and fraud response letters.

### RECOMMENDATION

That Council:

- Accepts the audit planning letter as information.
- Review and approves the audit engagement letter and fraud response letter.

### IMPLICATIONS

**Reason:** To keep Council apprised of financial statement audit requirements

**Authority:** (MGA section/bylaw/policy number): Administrative process

**Amount of funding required:** n/a

**Funding source:** n/a

### BACKGROUND

At the beginning of each audit year the external auditors, Metrix Group LLP, provide us with the following:

- an audit engagement letter which outlines the terms of engagement with respect to the audit of the financial statements; and
- an audit planning letter which outlines the objectives of the audits.

After review of the audit planning letter, Council is asked to provide a fraud response letter to the external auditors. A draft letter is attached for Council's review and approval. This letter advises the external auditors of any actual, suspected or alleged fraud that Council is aware of.

### ATTACHMENTS

- Audit engagement letter
- Audit planning letter
- Fraud response letter