



October 31, 2008

**VIA EMAIL**  
Our Ref: 128327

To: All Secretary-Treasurers  
All School Districts

**Re: 2008/09 Compliance Review Audit Program**

The Funding and Compliance Unit, Resource Management Division, conducts Enrolment Reviews annually. Reviews are conducted in the areas of Continuing Education, Special Education, Distributed Learning, Summer Learning, and for K-12 Regular Enrolment, including Aboriginal Education and English as a Second Language.

The purpose of these audits is to provide assurance to the Ministry and boards of education that instructions contained in Form 1701: Student Data Collections, Completion Instructions for Public Schools, and Ministry policies are being followed. The findings from these audits may result in funding adjustments to school districts. The ability for a district to appeal audit findings remains intact from prior years.

Attached for information and distribution, please find the 2008/09 audit programs for Continuing Education (reporting as at September 1, 2008), Regular Enrolment, Summer Learning and Distributed Learning which identifies the audit criteria and procedures the auditors will use. We encourage you to share these attachments with the related program staff.

The Ministry is currently reviewing enrolment and other related data to select school districts for this year's program of review. Should your district be selected, a letter of notification will be sent to the Superintendent of Schools at least two weeks in advance of the review. We extend our appreciation in advance for your cooperation with the compliance review teams and recognize the additional effort required to facilitate this process.

Yours sincerely,

*Original signed by:*

Keith Miller  
Assistant Deputy Minister

Attachments (4)

pc: All Superintendents