
MEMORANDUM – Audit Report

May 1, 2002

The Sunshine Coast Association for Community Living has the distinction of being the first agency to have an audit report posted on Ministry website. Our overall experience in being audited was positive and has lead to improved performance.

Our association has now implemented several key audit recommendations:

- An independent review of timesheets and bank statements is now taking place to ensure adequate segregation of duties.
- Contracts have been amended with the assistance of MCF staff to more accurately reflect the actual delivery of service.
- We have contracted with a designated accountant to ensure that accounting procedures, and all aspects of financial reporting are in accordance with generally accepted accounting practices (GAAP).
- Financial statements have been broadened to more accurately deal with individual client accounts, proceeds from our cottage industry, and donations.

The audit report identified that \$18,000 of funding provided for wage and benefit increases were not required and should be repaid to the ministry. The overpayment was the result of the difference between the original estimate of wage and benefit requirements for the association as calculated by the Community Social Services Employers' Association (CSSEA), and actual staffing and benefit costs incurred. Based on subsequent analysis and discussions with regional ministry staff, the actual amount owing to the ministry turned out to be \$5,335 and has been repaid. At the time of the audit, the association's assets would have been overstated by the amount of the overpayment.

Interested parties are encouraged to reach our offices for further information.

Sincerely,

Glen McClughan,
Executive Director