

Memorandum

To: Employment Ontario (EO) Service Providers

From: Jacqueline Cureton, Director, Program Delivery Support Branch

Date: October 11, 2017

Subject: Audit and Accountability Requirements - Statement of Revenue and Expenditure Report 2016-17 and 2017-18

I am writing to clarify changes first made to the 2016-2017 Audit and Accountability Requirements (AAR) instructions which apply to EO programs in the 2016-17 and 2017-18 fiscal years.

As you are likely aware, the Statement of Revenue and Expenditure Report (SRER) serves to confirm that ministry funding was used as set out in the transfer payment agreement.

The ministry has recently received enquiries regarding whether the auditor's signature is required on the SRER. Please note that the auditor's signature on the SRER is required as an assurance.

To support the audit process including the verification and submission of the SRER, when preparing the Auditor's Report, please be mindful of the following:

- The auditor's signature, or initials, and date must be included on each SRER to validate that it was the same SRER that was verified when preparing the Auditor's Report.
- The auditor must provide an opinion on each SRER that is included as part of the Auditor's Report.

Once completed, it is your organization's responsibility to include each verified SRER along with your Auditor's Report submission to the ministry.

For all transfer payment agreements, please submit the SRER following the program-specific SRER template instructions. In addition, for transfer payment agreements managed in EOIS-SP Connect, we ask that you:

- Print a copy of the SRER(s) and provide it to your auditor;
- Instruct the auditor to initial and date the SRER(s) to indicate that this is the document that they verified in preparing the Auditor's Report; and
- Include a copy of the initialed and dated SRER(s) as part of the upload in SP Connect of the Auditor's Report.

For further enquiries, please contact your Employment and Training Consultant.

Thank you.