



Title	<b>Selection and Appointment of Auditors</b>
Policy No.	B.1.8
Approval Body	Board of Governors
Policy Sponsor	Executive Director, Finance & Chief Financial Officer
Last Revised/Replaces	March 3, 2011
Effective Date	June 24, 2020

### CONTEXT AND PURPOSE

This Policy establishes the principles that govern the appointment of the auditors of Vancouver Community College (VCC; the College) as well as the procedures that will be followed to effect the appointment.

The College is required, under the College and Institute Act (Act), to engage auditors to carry out periodic audits of its financial records. This will ensure fiscal accountability to the College’s funding sources, the College community and the larger community that the College serves.

### SCOPE AND LIMITS

This policy applies to all employees of the College, including members of the Board of Governors and Finance and Audit Committee.

### STATEMENT OF POLICY PRINCIPLES

1. The College follows a standard and transparent procurement process for the selection of auditors.
2. All audits are governed by, and are in compliance with, established Ministry of Advanced Education, Skills & Training guidelines or other related legislation. The auditors carry out an annual audit of the College’s financial records.
3. The appointment of the auditors will be for a specified term, with an option for renewal.
4. The College’s auditors report directly to the Finance and Audit Committee.
5. The College’s auditors will only perform non-audit services (consulting work) separate from their financial audit function, when they have declared to the College that doing so does not conflict with their audit engagement obligations. Regular updates concerning any separate non-audit services (consulting work) performed by the auditors shall be provided by management to Finance and Audit Committee for review.

### DEFINITIONS

Finance and Audit Committee (FAC): A standing committee of the Board of Governors responsible for assisting the Board in fulfilling its obligations and oversight responsibilities relating to financial planning, the audit process, financial reporting, the system of corporate controls and risk management.

Evaluation Committee: A committee appointed by the FAC to review proposals, carry out an evaluation and make a recommendation to the FAC. The committee will be composed of three voting Board members and the Executive Director, Finance & Chief Financial Officer. The three voting Board members will consist of the Chair of the Finance and Audit Committee and two other voting Board members as appointed by the FAC.

## **RELATED LEGISLATION & POLICIES**

### Legislation

College & Institute Act, section 55

Budget Transparency and Accountability Act of BC.; section 23.1

### Policies

B.4.1 Purchasing

### Other

Finance and Audit Committee Terms of Reference

## **RELATED PROCEDURES**

Refer to B.1.8 Selection and Appointment of Auditors Procedures.