

#76 TOWN OF LUNENBURG PROCEDURAL POLICY
AUDIT PROCUREMENT POLICY

TITLE

1. This policy is entitled the “Audit Procurement” Policy

PURPOSE

2. The policy details the procedure for procurement of the Towns’ external auditor. A municipality is required under Section 42 of the Municipal Government Act to appoint a registered auditor for the municipality.
3. The external auditor works for and is accountable to Town Council.

PROCEDURE

4. Staff may issue a Request for Proposal and Professional Qualifications for auditing services not less than every 5 years. Staff will consult the Agreement on Internal Trade for the Province of Nova Scotia which is required when procuring auditing services. A multi-year contract of at least 5 years will be requested to establish and ensure continuity of the audit.
5. Selection criteria will include:
 - Registered as a municipal auditor with the Province of Nova Scotia;
 - Experience working with municipalities;
 - Knowledge of municipal auditing practices;
 - Competitive price;
 - Availability to provide advice throughout the year when required; and
 - Experience with consolidated financial statements
 - Offers the best overall value for the Town.
6. The audit procurement process should be structured so that the principal factor in the selection of an independent auditor is the auditors’ ability to perform a quality audit. In no case should price be allowed to serve as the sole criterion for the selection of an independent auditor.
7. When a new audit contract is awarded, it is imperative to establish a smooth transition between auditing firms. A pre-audit meeting will be held between Town staff, exiting auditor and incoming auditor to discuss the past audits and any changes since the prior audit.

Clerk’s Annotation For Official Policy Book

Date of Notice to Council Members
of Intent to Consider [7 days minimum]: August 11, 2015

Date of Passage of Current Policy: September 8, 2015

I certify that this Policy was adopted by Council as indicated above.

Clerk

Date