

Request for Changes to Audit Procedures

* Please read and return with your registration form

As pointed out at the Budget Meeting this past April, the Guild's audit fees are a strain on our finances. For the 2008/09 year, a financial review, not a full audit, cost \$1932.00. We have budgeted \$1800.00 for the 2009/10 review. We do receive a substantial donation from our auditor. The non-discounted cost for 2009/10 would have been over \$3000.00.

The Executive continues to investigate methods of decreasing audit cost while maintaining controls on our financial records. It has come to our attention that according to government regulations we do not require an audit or review every year:

“For not-for-profit corporations whose annual income is greater than \$100,000, members of the corporation must appoint an auditor to hold office until the first annual meeting and at each annual meeting, must appoint one or more auditors to hold office until the next annual meeting. There is no waiving of this statutory requirement (sections 96.1 and 133). In respect of a financial year of a corporation where the corporation's annual income is less than \$100,000 and all the members consent in writing, corporations are exempt from a financial audit.”

Not for Profit Incorporators Handbook,
Companies and Personal Property Security Branch, Ministry of Government Services
and the Office of the Public Guardian and Trustee for Ontario, Charitable Property Program ,
Ministry of the Attorney General

According to this regulation, with income of \$47,506, we do not require an audit if we receive written consent from our members.

Therefore, the Executive recommends the following:

- That the financial records of CEG, London be audited every five years, or when there is a change in Treasurer, whichever comes first.
- That an audit committee of three individuals from the general membership (i.e. not executive members) plus the Treasurer be appointed to conduct a review of the financial records each year beginning with the 2009/10 records. The audit committee will be appointed by the nominations committee, as with all other Guild positions.
- That \$1800 continues to be budgeted annually for the increased expense which will be incurred in the fifth year. This will ensure that we do not have to add a significant amount to our budget every five years.

Please sign below should you agree to the three recommendations above:

Members' Name

Members' Signature

Date

Please return the signed document to the Guild registrar with your registration package.

Please contact Jennifer Meister, Treasurer, CEG, London should you have any questions or concerns. Jennifer is available at: 519-438-4435 or jennifer@meister.ca

Respectfully Submitted,

Grace Sweeney, President
Judy Castle, Vice-President

Ruth Caldwell, Past President
Jennifer Meister, Treasurer