

Audit Essentials

Tools and Knowledge for a Successful Audit

December 11, 2019

10:00 – 11:30 MDT

Registration Details:

GFOA Alberta (within Alberta)

<https://www.gfoa.ab.ca/events.php>

Bloom CME (outside Alberta)

<https://bloomcme.com/education/>



This webinar will provide essential knowledge to ensure a successful audit and will enhance the municipal professional's ability to make a challenging process easier!

- ✓ **GFOA Alberta and Bloom CME are excited to have Stephanie Porter, CPA, CA, back to present a repeat webinar on audit essentials.**

- ✓ **The webinar focus is on the professional development needs of any municipal financial professional and senior executive.**



- ✓ **Not involved directly in the audit?** All municipal financial officers will benefit from having a fundamental understanding and core knowledge of all financial processes.

- ✓ **Essentials and tips for a successful audit.**

Tools, work plan and communication techniques to make the audit process easier for the municipal finance professional and senior management.



- ✓ **An understanding of the audit cycle and timeline (planning, execution, reporting).** Overview of key milestones and deliverables at each stage of the audit cycle.



- ✓ **Understand the benefits and limitations of an audit.**



- ✓ **Overview of key concepts** used by auditors to plan and execute audit procedures.

- ✓ **Tips / Strategies to improve communication** with the audit team.



- ✓ **Explaining the audit purposes and outcomes**

to senior administration, Council and the public (free PowerPoint infographics).



- ✓ **Free custom Excel template** to aid in preparing for your audit.

- ✓ **Examples of essential working papers and analysis** to prepare in order to make the audit process easier.



- ✓ **Process suggestions that will incorporate audit preparation** into monthly and quarterly routines throughout the year to make the year-end process much easier.

Course Creator / Instructor
Stephanie Porter

Stephanie Porter is a Chartered Professional Accountant (CPA, CA) and former Controller for the City of Spruce Grove.

Stephanie has a passion for education and is **a course developer and instructor for the University of Alberta**. Stephanie has led **numerous improvements** to both the **reporting** and **audit processes** in her career and has a strong history of **“challenging the process”** to initiate innovation.

Some examples are:

- ✓ **Virtually eliminated overtime for accounting staff through process efficiencies**
- ✓ **Moved the organization from annual to monthly PSAS compliant financial statements**
- ✓ **Improved financial literacy of City Administration through the development and delivery of workshops for operational managers and finance personnel**
- ✓ **Implementing fully integrated budget and financial reporting software**

Stephanie is the lead Associate for curriculum development and instruction for Bloom’s reporting and audit stream.



Webinar Host
Tim Duhamel

Tim Duhamel is the **founder and President of Bloom Centre of Municipal Education.**

He is a municipal veteran whose **career has spanned over 21 years.** He has been a proud member of GFOA Alberta since 1998.

His passion is creating educational material and conducting lectures for municipal professionals. He has lectured as far away as Kiev, Ukraine for the Federation of Canadian Municipalities. Tim is the lead creator of education material and course delivery for GFOA Alberta.

His **municipal consulting practice** has numerous repeat clients in Alberta with ongoing projects ranging from:

- ✓ **General mentorship and in-house training**
- ✓ **Strategic planning (Council, Executive Team and department workshop facilitations)**
- ✓ **Leadership training, team building, Council/Admin relationship**
- ✓ **Process improvement reviews, change management, municipal scans, service reviews**
- ✓ **Financial plans, feasibility studies, priority reviews, long term operating and capital plans, priority-based budgeting, forecasting**

Tim is the former:

- ✓ **Manager** of Financial Planning for Strathcona County
- ✓ **Chief Administrative Officer** for the Town of Bruderheim
- ✓ **General Manager** of Community and Protective Services for the City of Spruce Grove



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