



## **Audit**

Audits fall into two categories: Recipient audits and Periodic Program Audits. Please see the information below to learn more about these two types of audits, or refer to Schedule “C”, “Reporting, Audit and Evaluation” of the BCF-CC Agreement.

### **Recipient Audits:**

The applicant must ensure that proper and accurate accounts and records, including invoices, statements, receipts and vouchers, are kept for at least three (3) years after termination of the BCF-CC Agreement and will, upon reasonable notice, make them available to the BCF-CC Secretariat for inspection or audit.

The objective of the audit is to provide reasonable assurance that funds were expended in accordance with the BCF-CC Agreement. The audit will include a review of the nature and extent of supporting documentation, assessment of the accuracy of claim information, verification of proper authorizations and such other due diligence reviews as appropriate.

### **The following information is required at the time of the visit:**

- Original invoices and/or contracts supporting the claims.
- Progress and other work status reports relating to the claims.
- Bank statements and detailed general ledger pertaining to the period in which the funds were expended.
- Evidence supporting the signature of the authorized municipal official, and the engineer or project manager. This could include approved signing authorities for the municipality, contracts or other agreements signed by the engineer and or project manger; written confirmation from the engineer or project manger on their letterhead confirming their certification of the claim.

## **Periodic Program Audits:**

### **Project Site Visits:**

Projects will be visited by Project Officers to review construction activity, ensure that scope of work matches the Application and that benefits identified appear to be achievable.

### **Environmental Site Visits:**

Projects where environmental mitigation requirements are in place will be visited by the Environmental Officer. This is to ascertain that work is being undertaken in accordance with these requirements. For further information on the environmental requirements please visit the Environmental Assessment section of this site.

### **Tendering of Projects:**

The recipient agrees that contracts will be awarded in a way that is transparent, competitive and consistent with: the Agreement on International Trade; the Trade, Investment and Labour Mobility Agreement (TILMA) between Alberta and British Columbia; and consistent with value for money principles. The Recipient agrees to provide proof of Tender to the Canada-Alberta Building Canada Fund Communities Component Joint Secretariat, established under the Canada-Alberta Building Canada Fund Communities Component Agreement, upon request.

At some point you may be required to provide sufficient evidence that a fair and competitive bidding process was undertaken for the construction of your project. Information that should be maintained on file would include but not be limited to:

- A copy of the tender ad
- A copy of the minutes describing the opening of the tenders and the tender review process and award rationale/result
- Or other similar evidence that is available to you.