



First Nations Audit Preparation Workshop

Time: 9:00 am to 4:00 pm

Audit Preparation Presentation - Norman G. Grdina CFE, CAFM, FCPA, FCGA

- 9:00am Introduction
About your Audit - *the Audit process*
Your Auditor - *the Auditor's role*
Preparing for the Audit -
- Things to consider
 - Before the audit begins
 - Final Transactions
- 10:30am Refreshment Break
- 10:45am Preparing for the Audit -
- Assembly of information
 - Electronic document filing index
 - Inclusion in electronic folders - what and when
 - Review of take away documents - USB device
- 12:00pm Lunch
- 1:00pm INAC Presentation
- 2:00pm Preparing for the Audit -
- Review of take away documents - USB Device
- Internal controls and risk - *including "A Beginner's Guide to Risk Management" - compliments of the FNFMB*
Additional Reference Slides - time permitting, slide provided in USB take away materials -
- "Who we report to" - *an overview*
 - Different rules for different situations - *Defined reporting - GAAP*
 - Internal Reporting - *Communications concepts*
 - External Reporting - *Guidelines for Five-year financial Plan*
- 4:00pm Wrap Up/Evaluations