



**Subject: 2024 Audit Plan**  
**To: Council**  
**From: Corporate Services Department**

Report Number: 2025-44

Meeting Date: March 25, 2025

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### **Recommendation:**

That Corporate Services Department Report 2025-44 be received for information.

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### **Purpose:**

This report provides Council with the Auditors' Audit Strategy for the financial statement year ending December 31, 2024. The Auditors' Audit Strategy document is attached as Appendix A.

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### **Background:**

The audit of the financial statements for the year ending December 31, 2024, will follow a similar timeline to that of the prior year. Presently, the closing of the year end is on schedule with staff expecting to complete and present to Council:

- The audited financial statements in May 2025 with the Financial Information Return (FIR) being filed at the same time. Staff identify the auditors began the audit in the middle of March 2025.

The Auditors' Audit Strategy document, outlines the following roles and responsibilities of Council with respect to the audit:

- Help set the tone for the organization by emphasizing honest, ethical behaviour and fraud prevention.
- Oversee management, including ensuring that management establishes and maintains internal controls to provide reasonable assurance regarding reliability of financial reporting.
- Recommend the nomination and compensation of external auditors.

- Oversee the work of the external auditors including reviewing and discussing the audit plan.

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## Discussion:

Content	Management Comments
Audit plan and risk assessment (accompanied by auditors' Appendix A to City report Appendix A)	This section highlights the concept of materiality and the Auditors' approach to risk and how they will approach the audit.
Audit fees (accompanied by auditors' Appendix B to City report Appendix A)	On November 26, 2024, through report 2024-223, Council approved the recommendation to extend the City's engagement agreement with Doane Grant Thornton. The new engagement agreement covers the 2024 to 2025 audits.
Team, timing, and communications	Staff appreciates Doane Grant Thornton's commitment to the City and their ability to accommodate the City's request for the audit to be performed in March 2025.
Technical updates – highlights (accompanied by auditors' Appendix C to City report Appendix A)	Staff continue to monitor. There are no auditing developments for 2024. There is a new accounting standard related to building permits to implement. The standard requires revenue to be recognized as the obligation to inspect is completed. The net result is revenue related to future inspects will be recorded as deferred revenue instead of reserves. The accounting and building departments are implementing this new standard.

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## Internal Consultations:

Financial Services has worked with departments throughout the fiscal year to ensure that City transactions are accounted for correctly. As part of preparing for the closing of the year, Financial Services communicated key dates and deliverables with each department.

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## **Financial Implications:**

The audit has been budgeted in accordance with the engagement letter on page 13 of Appendix A.

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## **Public Engagement:**

None.

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## **Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Environment and Climate Change
  - Welcoming, Livable, Healthy Community
  - Economic Prosperity
  - Increased Housing Options
  - Sustainable and Resilient Infrastructure
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## **Conclusion:**

That Corporate Services Department Report 2025-44, be received for information.

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## **Appendices:**

- a. Port Colborne - Audit Strategy Communication 2024

Respectfully submitted,

Adam Pigeau, CPA, CA  
Manager, Financial Services/Deputy Treasurer  
(905) 228-8019  
[adam.pigeau@portcolborne.ca](mailto:adam.pigeau@portcolborne.ca)

**Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.