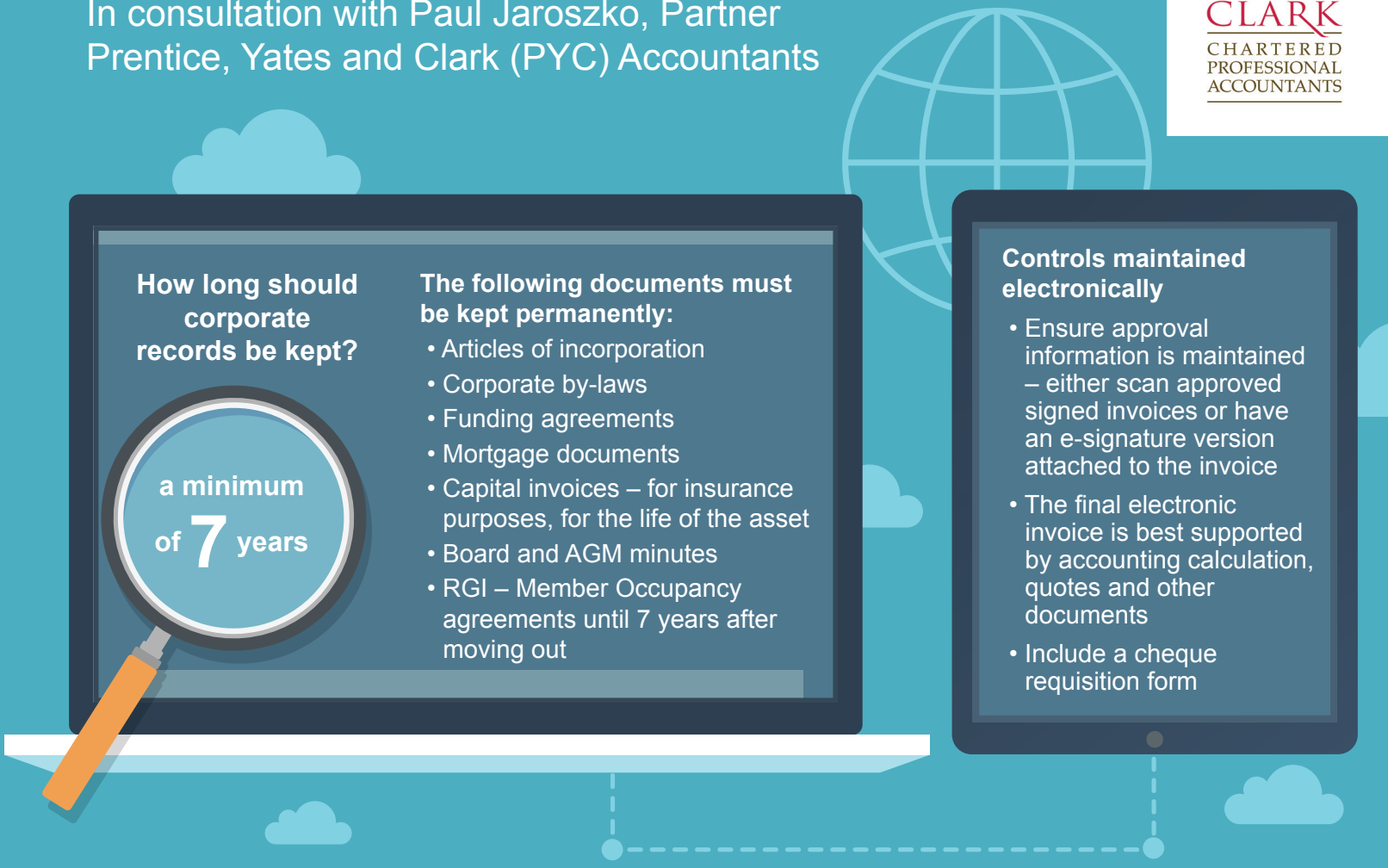
Best Practices for Digital Audits

In consultation with Paul Jaroszko, Partner
Prentice, Yates and Clark (PYC) Accountants

PRENTICE YATES & CLARK
CHARTERED PROFESSIONAL ACCOUNTANTS



Audit documents – *add these to the electronic audit folder*

- Deposits, all bank statements
- Bank reconciliations
- Investment statements
- CRA letters
- HST notice of assessments
- Corporate tax notice of assessments
- Property tax bills
- Mortgage statements
- Subsidy funding documents and reconciliations
- Insurance policy
- Capital grant documentation
- Employee wage approvals
- Management contracts
- Budgets
- Signed Board and AGM minutes
- Notice of Change forms
- Change of directors
- Management services contracts – property management, bookkeeping services, maintenance & cleaning

If all documents cannot be scanned, the following should be short listed for the exact selection that the auditor would need once accounting records are made available.

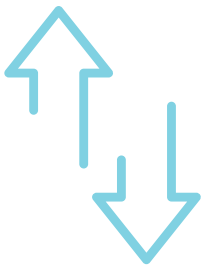
- Invoices – used for sample selection by audit team
- RGI calculations, along with supporting income verification documentation

It's important to have BACK-UP systems as part of your EMERGENCY RESPONSE plan

A good way to back-up your files
Portable hard drive – this equipment can get damaged so keep a second copy off-site.

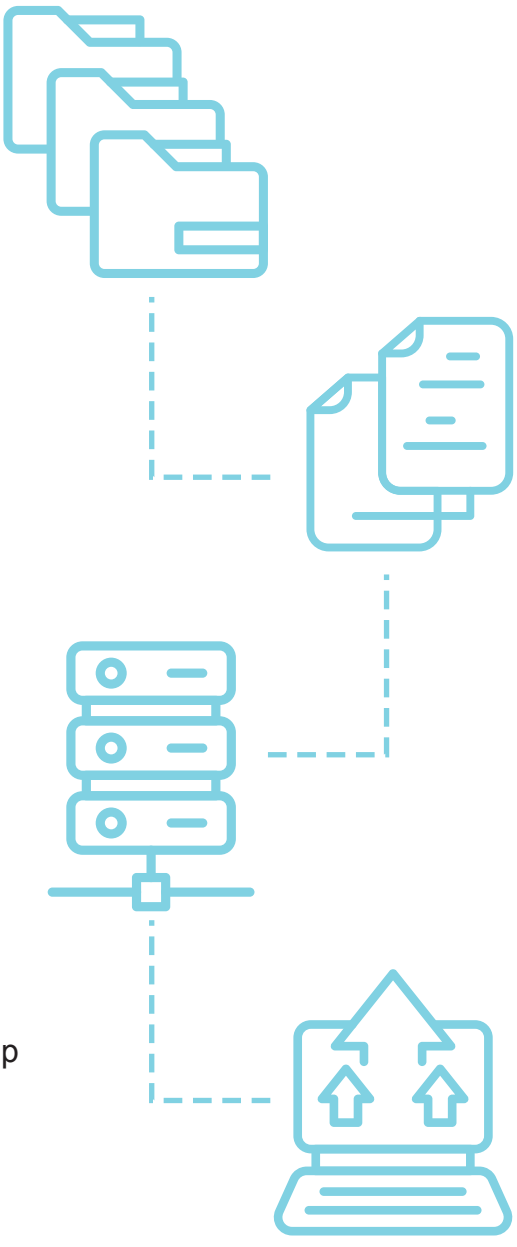
AND/OR

Back-up to the Cloud – however even a back-up of your cloud information is required in case of data corruption.



Key tips

- Remember to back up often, although a key feature with cloud back-ups, this can be set up automatically
- Test the back-up periodically to ensure you'll be able to recover the information
- Ensure the cloud servers are on Canadian soil and rights to the information stored are maintained within your organization



Password protection is key
All log-ins should be password protected. Consider password protection for sensitive documents as an extra layer of protection.

Key tips

- Maintain a password log in case the manager leaves unexpectedly – the log will allow you to continue to access your vital data
- When staff changes, change the password!

Co-op Cost Cutters recommends cloud-based solutions like Barracuda Backup as a great option for co-ops. For more information, contact Document Direction (DDL), a Co-op Cost Cutters supplier.