



POLICY TITLE: Maintaining Workpapers on the Network Shared Drives

Responsible Department: Audit and Compliance

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SUMMARY & PURPOSE:

To delineate the standards for electronic storage of Audit and Compliance workpapers.

POLICY:

To provide for efficient storage and review of audit work papers, the Audit and Compliance Department has created a network shared drive. This policy is designed to describe usage of this drive and appropriate access levels.

SCOPE/APPLICABILITY:

Audit and Compliance Department.

PROCEDURES TO ENSURE COMPLIANCE:

1. The *Audit & Compliance – Retention Drive* will be subdivided into fiscal years. Unrestricted access to this retention drive will be limited to only Directors and above.
2. The *Audit & Compliance – Working Drive* will be subdivided by individual staff members' folders. Each staff member will have access to view their individual folders only. Department Managers will have access to their individual folder as well as the individual folders of their direct staff reports. Unrestricted access to this working drive will be limited to only Assistant Vice Presidents and above.
3. All staff members will have access to departmental information, such as policies and procedures, within a separate folder in the *Audit & Compliance – Working Drive*.
4. Each member of the Audit and Compliance Department should prepare and maintain documentation as the principal record of the procedures applied, evidence obtained, and conclusions reached in the audit assignment. Electronic work papers prepared in completion of audits/projects listed on the annual Audit and Compliance

All references to Policies must go to the BHSF Master Copy on the BHSF Intranet; do not rely on other versions / copies of the Policy.

Plan should be maintained on the *Audit & Compliance – Working Drive* under the appropriate individuals' folders until such time it is placed in the *Audit & Compliance – Retention Drive*.

5. Once an audit report for an assignment has been finalized and distributed,
 - a. Electronic work papers are to be maintained on the *Audit & Compliance – Retention Drive* (see Policy No. 74730-816 on the Retention of Audit & Compliance Records);
 - b. Softcopies of such audit documentation should not remain on the individuals' hard drives or on the *Audit & Compliance – Working Drive* (note - softcopies of prior audits may be copied by management to the working drive to assist in completion of current audit assignment);
 - c. Documentation in paper form must be maintained in the Department's manual binders/folders and in accordance with Policy No. 74730-816 on the Retention of Audit and Compliance Records and the End of File Audit Check form.

SUPPORTING/REFERENCE DOCUMENTATION:

International Standards for the Professional Practice of Internal Auditing (Standards)

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

- BHSF Departmental Policy: 74730-816 Retention of Audit and Compliance Records Policy – Audit and Compliance
- BHSF Administrative Policy: 451.01 Records Retention Policy – Legal Services

ENFORCEMENT & SANCTIONS:

Enforcement of this policy is the responsibility of the Audit and Compliance Department.