

Annual Audit Questionnaire for the Municipality of \_\_\_\_\_

For the Year ended December 31, 200\_

To be completed by the municipal auditor and submitted directly to the appropriate Ministry of Municipal Affairs and Housing Municipal Services Office by May 31<sup>st</sup>, pursuant to the provisions of Part II, Section 3 of the *Municipal Affairs Act* as amended.

1. During the course of your audit, were there any significant matters that you identified and have reported to or intend to report to your client, either in writing or verbally?

Yes\_\_\_\_\_ No\_\_\_\_\_

If Yes, please state what they are:

2. Did you submit a management letter for the year under review?

Yes\_\_\_\_\_ No\_\_\_\_\_

If so, what significant matters were included in the letter (that have not already been addressed in Question #1, above).

Did you discuss the management letter with:

a) Council Yes\_\_\_\_\_ No\_\_\_\_\_

b) Treasurer Yes\_\_\_\_\_ No\_\_\_\_\_

c) Other (please specify) Yes\_\_\_\_\_ No\_\_\_\_\_

3. Have all matters been resolved to your satisfaction?

Yes\_\_\_\_\_ No\_\_\_\_\_

If "No", please comment:

Name and Address of Audit Firm:

Name of Partner in Charge:

Date:

Please fax or email to:

**Central Municipal Services Office**, Attention: Michael Went  
(fax 416-585-6882) or email: [michael.went@ontario.ca](mailto:michael.went@ontario.ca)

**Eastern Municipal Services Office**, Attention: Alison Fath-York  
(fax 613-548-6822) or email: [Alison.Fath-York@ontario.ca](mailto:Alison.Fath-York@ontario.ca)

**Southwestern Municipal Services Office**, Attention: Janice Willis  
(fax 519-873-4018) or email: [Janice.willis@ontario.ca](mailto:Janice.willis@ontario.ca)

**Northeastern Municipal Services Office**, Attention: Susan Heffernan  
(fax 705-564-6863) or email: [susan.Heffernan@ontario.ca](mailto:susan.Heffernan@ontario.ca)

**Northwestern Municipal Services Office**, Attention: Susan Fraser-Wilson  
(fax 807-475-1196) or email: [susan.fraserwilson@ontario.ca](mailto:susan.fraserwilson@ontario.ca)