



# POLICY STATEMENT

Policy Name	<b>Non-Audit Services</b>		
Policy #	<b>409-G</b>	Category	<b>Finance</b>
Policy Sponsor	<b>Associate Vice-President, Financial Services</b>	Previous Revision Date	<b>June 24, 2021</b>
Policy Approved by	<b>Board of Directors</b>	Issue or Revision Date	<b>June 22, 2022</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>June 2025</b>

### PURPOSE

The purpose of this policy is to ensure the independence of the audit opinion is not threatened by the provision of non-audit services by Saskatchewan Polytechnic’s external auditors.

### GUIDING PRINCIPLES

Saskatchewan Polytechnic is committed to ethical integrity and transparency in its financial conduct and reporting.

### POLICY

1. Subject to the exception identified in point 5, Non-Audit Services performed by Saskatchewan Polytechnic’s external auditor shall be approved by the board of directors on the recommendation of the audit & risk committee.
2. Management will bring to the audit & risk committee chair requests for Non-Audit Services before the external auditor has been engaged to provide such services.
3. The audit & risk committee chair will provide a full report of Non-Audit Services requested of Saskatchewan Polytechnic’s external auditor at the following audit & risk committee meeting and board of directors meeting.
4. In emergency situations where Saskatchewan Polytechnic requires the external auditor to provide immediate Non-Audit Services prior to the next scheduled audit & risk committee or board meeting, approval shall be sought from the chair of the audit & risk committee.
5. Management, with the approval of the CFO & VP Administrative Services, may engage the external auditor for the provision of general tax advisory services to a maximum expenditure of \$15,000 per year without requiring approval from the board of directors. The CFO & VP Administrative Services will inform the audit & risk committee in writing when the external auditor has been engaged for tax services under this exception.

## **DEFINITIONS**

**Non-Audit Service:** a service for which an external audit opinion is not issued and for which an additional fee is charged. This service can include a wide-range of activities, including, but not limited to, accounting advice, tax advisory and compliance services, business acquisitions or disposals, and regulatory reviews commissioned by the audit & risk committee.

## **RELATED POLICIES/DOCUMENT**

Policy # 704 Conflict of Interest

Policy # 504a-G Board Authorities Grid