

POLICY STATEMENT

Policy Name	Non-Audit Services		
Policy #	409-G	Category	Finance
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	June 22, 2022
Policy Approved by	Board of Directors	Issue or Revision Date	March 28, 2025
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	March 28, 2028

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 (Sask Polytech) 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 Sask Polytech'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 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 Sask Polytech's external auditor at the following audit & risk committee meeting and board of directors meeting.
4. In situations where Sask Polytech 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
6. When services have been approved under 4 or 5 above, management will provide a report at the next scheduled audit & risk committee meeting.

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