

# The Corporation of the Town of Newmarket

Audit Planning Report for the year ending December 31, 2024

KPMG LLP

Licensed Public Accountants

Prepared as of October 18, 2024 for presentation to the Audit Committee on November 7, 2024



### **KPMG** contacts

### Key contacts in connection with this engagement



**Kevin Travers** Lead Audit Engagement Partner 416-228-7004 ktravers@kpmg.ca



**Lyle Abbott** Audit Engagement Manager 416-468-7795 labbott@kpmg.ca

### Other technical team resources:

- Technical review team
- KPMG actuarial services





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This Audit Planning Report is also available as a "hyper-linked" PDF document.

If you are reading in electronic form (e.g. In "Adobe Reader" or "Board Books"), clicking on the home symbol on the top right corner will bring you back to this slide.

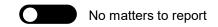


Click on any item in the table of contents to navigate to that section.

The purpose of this report is to assist you, as a member of the Audit Committee of the Corporation of the Town of Newmarket to review the audit plan for the consolidated financial statements for the upcoming year ended December 31, 2024. This report is intended solely for the information and use of the Committee and the Council and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



### **Audit highlights**



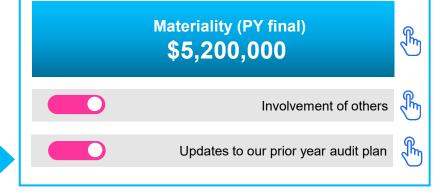


Matters to report - see link for details

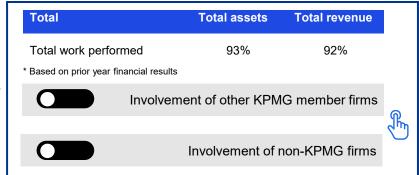
Scope

Our audit of the consolidated financial statements ("financial statements") of The Corporation of the Town of Newmarket (the "Town") as of and for the year ending December 31, 2024, will be performed in accordance with Canadian generally accepted auditing standards (CASs).

**Audit strategy** 



**Audit** Strategy -**Group Audit** 



Risk assessment





**Highlights** 

**Audit Strategy** 

# **Technology highlights**

We plan to utilize technology to enhance the quality and effectiveness of the audit.





#### **KPMG Clara for Clients**

Secure cloud based audit platform we use to plan, execute and manage the audit while providing management with access at every step.



#### **KPMG Clara Workflow**

KPMG workflow tool that drives execution of the audit by enabling easy access to relevant audit guidance, templates, and integrated engagement management.



### **KPMG** application software

One way we use KPMG application software ("IDEA") is to analyze journal entries and apply certain criteria to identify potential high-risk journal entries for testing.

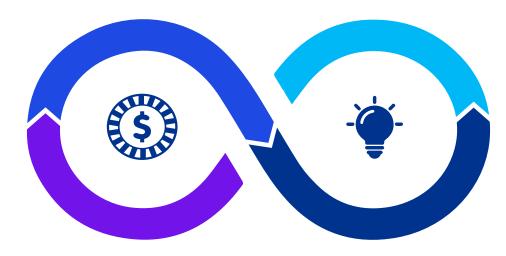






**Appendices** 

### **Materiality**



We *initially determine materiality* at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of professional judgement, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess** materiality throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

### Plan and perform the audit

We *initially determine materiality* to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

#### **Evaluate the effect of misstatements**

We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- · Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



# **Initial materiality**



**Benchmark: PY Total Revenues: \$173.9M** 



### **Involvement of others**

The following parties are involved in the audit of the financial statements:

Involved party	Nature and extent of planned involvement
Management specialists	Actuarial specialist – receipt of the actuarial report for Employee Future Benefits. These are specialists engaged by management.
KPMG professionals with specialized skill or knowledge – specifically, KPMG Life and Actuarial Practice	KPMG Life and Actuarial Practice will be engaged by the audit team to assess the assumptions used by the actuary in the preparation of the measurement of the obligation for employee future benefits .







### New significant risks

No new significant financial reporting risks identified.

### Other significant changes



**Newly effective accounting standards** 



Assess the impact to the financial statements and related disclosures for the changes to accounting standards effective 2024. Refer to Appendix B for new standards impacting the fiscal 2024 audit and for future changes in accounting standards.





Newly effective auditing standards



Refer to Appendix C for new standards impacting the fiscal 2024 audit.

**Newly effective** auditing standards



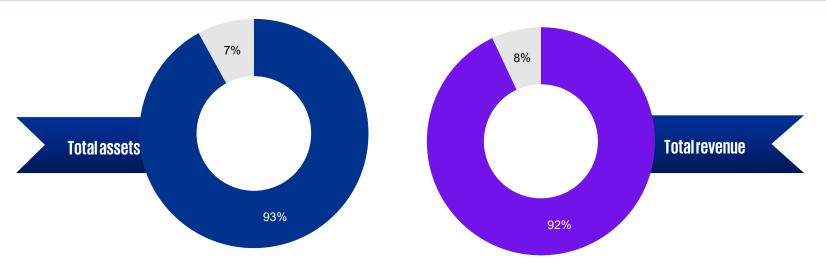




# **Group audit - Scoping**



Type of work performed (based on prior year financial results)	Total asset	s	Total reven	ue
Total full-scope audits	93%		92%	
Excluded from direct testing	7%		8%	
Total consolidated	100%		100%	



The following components are not significant for the purpose of issuing the auditor's opinion on the group of the consolidated financial statements of The Corporation of the Town of Newmarket. These components are tested separately for statutory purposes:

- Newmarket Public Library Board
- Main Steet District Business Improvement Area
- Newmarket Hydro Holdings Inc.



Highlights **Audit Strategy** Key milestones and deliverables **Audit Quality** Risk assessment summary **Appendices** 

### Risk assessment summary

Our planning begins with an assessment of risks of material misstatement in your financial statements.

We draw upon our understanding of the Entity and its environment (e.g. the industry, the wider economic environment in which the business operates, etc.), our understanding of the Entity's components of its system of internal control, including our business process understanding.

We use advanced technologies in performing our risk assessment procedures

	Risk of Fraud	Risk of error
Risk of management override of controls	$\sqrt{}$	
<ul> <li>Presumed risk of fraudulent revenue recognition</li> </ul>	$\sqrt{}$	$\checkmark$
Cash and investments		$\checkmark$
Tangible capital assets		$\checkmark$
Revenue and accounts receivable		$\sqrt{}$
<ul> <li>Deferred revenues - general and obligatory reserve funds</li> </ul>		$\checkmark$
<ul> <li>Expenses - salaries and benefits</li> </ul>		$\sqrt{}$
<ul> <li>Accounts payable, accrued liabilities and expenses</li> </ul>		$\sqrt{}$
<ul> <li>Contingencies</li> </ul>		$\sqrt{}$
<ul> <li>Asset retirement obligations (ARO)</li> </ul>		$\sqrt{}$
Financial instruments		$\sqrt{}$
<ul> <li>Accounting for investment in Newmarket Hydro Holdings Inc.</li> </ul>		$\checkmark$
Employee future benefits		$\checkmark$
Long-term debt		$\checkmark$

### Advanced **Technologies**

Our **KPMG Clara DataSnipper** is an automated vouching tool uses advanced Optical Character Recognition to automatically vouch unstructured data like invoices and contracts with a click of a button! This tool will be used throughout the audit allowing our teams to focus more attention on areas of higher risk.



PRESUMED RISK OF MATERIAL MISSTATEMENT OTHER AREAS OF FOCUS



Highlights **Audit Strategy** Key milestones and deliverables **Audit Quality** Risk assessment summary **Appendices** 

### Audit risks - Significant risks



Risk of management override of controls (non-rebuttable significant risk of material misstatement)



**FRAUD** 

### Why is it significant?

Presumption of the risk of fraud resulting from management override of controls

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

#### Our planned response

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates,
- evaluating the business rationale of significant unusual transactions.





Highlights **Audit Strategy** Key milestones and deliverables **Audit Quality Appendices** Risk assessment summary

### **Audit risks - Significant risks**



Presumed risk of fraudulent revenue recognition



**FRAUD** 

Presumption of the risk of fraud resulting from fraudulent revenue recognition

#### Why is it significant?

This is a presumed risk of material misstatement due to fraud. This risk has not been rebutted. Audit standards require us to assume there are generally pressures/incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition. This can be perpetrated through revenue cut-off or manual journal entries and other adjustments related to revenue recognition.

The primary risk of fraudulent revenue recognition resides with manual journal entries for revenue transactions not in the normal course of business, specifically related to management's calculation of the deferred revenue -obligatory reserve funds.

#### Our planned response

Our audit methodology incorporates the required procedures in professional standards to address this risk.

Our audit approach consists of evaluating the design and implementation of selected relevant controls.

We test journal entries that meet specific criteria. These criteria are designed during the planning phase of the audit and are based on areas and accounts that are susceptible to manipulation through management override and we design search filters that allow us to identify any unusual journal entries.

As part of our audit approach to address the inherent risk of error in revenue recognition, we substantively test revenues (both recognized and amounts held as deferred at year end) and recalculate management's calculation of deferred revenue -obligatory reserve funds through auditing management's methodology.







#### Risk due to error **Audit approach** Areas To assess if there is a loss in value of the portfolio investments and if such a Cash and investments Completeness, existence and accuracy of cash and investments, valuation of decline is other than temporary. Perform audit procedures to assess whether a investments, and presentation of related note write-down is necessary. disclosures. Review year-end bank and investment reconciliations and substantive testing of significant reconciling items. Substantive tests of details over additions and disposals of investments. Obtain confirmations from third party financial institutions. Review of financial statement note disclosures in accordance with Public Sector Accounting Standards (PSAS). Tangible capital assets Substantive tests of details over additions (including contributed tangible capital Risk of material misstatement related to existence and accuracy of tangible capital assets) and disposals. assets and accuracy of timing of revenue Review amortization policy and perform recalculations. recognition, particularly related to funds intended for tangible capital assets additions Review construction in progress to ensure amounts are properly transferred to correct capital asset classes and amortization expense commences on a timely and contributed assets. basis. Review of financial statement note disclosures in accordance with PSAS. We will also perform required procedures to assess the potential risks with



respect to impairment of assets. Based on the nature of the Town's operations,

it is not expected that this will be a significant risk during the audit.



#### **Areas**

#### Risk due to error

#### **Audit approach**

#### **Revenue and accounts** receivable

Risk of material misstatement related to the occurrence and completeness of revenue and accuracy of timing of revenue recognition.

- Significant for revenue recognized from deferred revenue - obligatory reserve funds
- Base government transfers and contributions from developers and others

- Audit revenue transactions to supporting documentation on a sample basis to assess whether revenue recognition is appropriate.
- Obtain confirm for significant individual receivables

#### **Deferred Revenue - Obligatory Reserve Funds**

Risk of material misstatement due to management assessment and judgment involved.

- Update our understanding of the activities over the initiation, authorization, processing, recording and reporting.
- Review the Town-prepared calculation of deferred revenue balance and vouch receipts and expenditures on a sample basis. As part of our testing, we ensure recognition of revenue is based on project spending in accordance with the purpose of the obligatory reserve.
- Recalculation of interest allocation.
- Inquire with management if there were any breaks given to developers and perform audit procedures on the financial reporting impact



### Other areas of focus



**Expenses - Salaries and Benefits** 

Risk of material misstatement related to accuracy and occurrence of expenses.

- Test of employment expenses for a sample of employees by verifying payroll records to HR contracts and collective agreements.
- Substantive verification and recalculation of payroll-related accruals.
- Ensure any collective bargaining agreements are evaluated for retroactive liabilities.

Accounts payable, accrued liabilities and expenses

Risk of material misstatement related to completeness and accuracy of liabilities and operating expenses.

- · Perform substantive analytical procedures over payables and expenses.
- · Significant accruals vouched to supporting documentation.
- Search for unrecorded liabilities.
- Obtain management's assessment of the impact of the newly effective PS 3160 Public private partnerships accounting standard and review them against the PSAS criteria and general understanding of operations.





### Other areas of focus

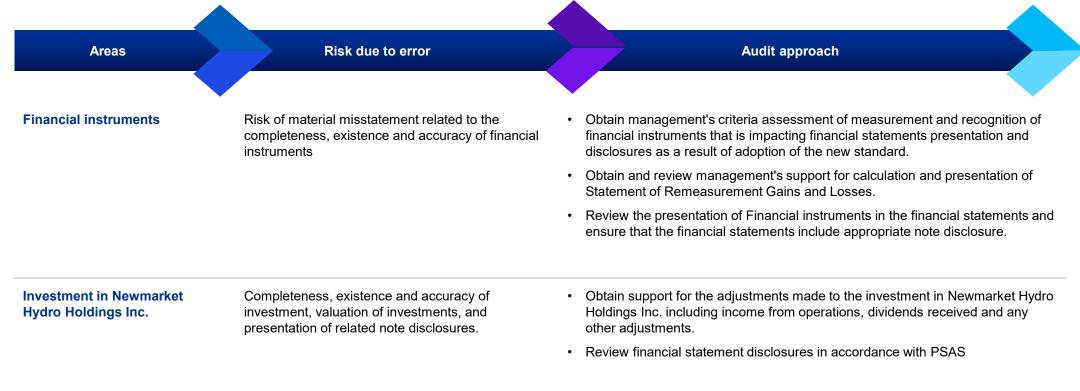
Areas	Risk due to error	Audit approach
Contingencies	Evaluate the completeness and presentation of contingencies, commitments and subsequent events	<ul> <li>Review of Council meeting minutes for potential contingencies.</li> <li>Direct communication with internal legal counsel (and external as necessary) to ensure that all significant contingent liabilities are appropriately disclosed and/or recorded.</li> <li>Significant findings review with management during planning and completion stages of the audit.</li> </ul>
Asset retirement obligations	Risk of material misstatement related to the completeness, existence and accuracy of asset retirement obligations.	Obtain management's final assessment of ARO, including support for the calculation of any recorded liability related to future costs associated with legal obligations that will be incurred upon retirement of a controlled tangible asset.
		<ul> <li>Obtain an understanding of the activities performed by management to identify the legal obligations associated with retirement of tangible capital assets. Ensure that all of the recognition criteria have been met to recognize an ARO in the financial statements.</li> </ul>
		<ul> <li>Review the costs that have been included in ARO liability based on information available to management and provided by any external experts.</li> </ul>
		<ul> <li>Review any changes made to assumptions / estimates in the original determination of assets retirement obligations</li> </ul>
		Review any additions / disposals during the year of assets identified as having ARO's
		<ul> <li>Review the presentation of ARO in the financial statements and ensure that the financial statements include appropriate note disclosure.</li> </ul>



Highlights **Audit Strategy** Key milestones and deliverables **Audit Quality** Risk assessment summary **Appendices** 



### Other areas of focus









**Employee Future Benefits** (EFBs)

Risk of material misstatement related to accuracy and valuation of the estimate involved in employee future benefits.

- Reliance on actuaries (management specialist) engaged by the Town; update our understanding of the activities over the quality of information used, the assumptions made, the qualifications, competence and objectivity of the preparer of the estimate, and the historical accuracy of the estimates.
- Assess method, data, and assumptions used by the actuary and management in the calculation of the employee benefits and other liabilities for reasonableness.
- We will perform audit procedures in accordance with the relevant auditing standards and related disclosure requirements related to the estimates involved.
- Perform inquiries with management to determine if this is the year of full valuation whereby new participant/member data is provided to the actuaries. If applicable, we will communicate with actuaries and test employment data provided to the actuaries.
- Review financial statement disclosure in accordance with PSAS.

Long-term debt

Completeness and accuracy of long term debt

- · Review agreements and related supporting for the unsecured debentures
- Confirm balances with Region of York
- Review of financial statement note disclosures in accordance with Public Sector Accounting Standards (PSAS).



Highlights **Audit Strategy** Key milestones and deliverables **Audit Quality** Risk assessment summary **Appendices** 

### Required inquiries of the Audit Committee



Inquiries regarding risk assessment, including fraud risks



Inquiries regarding entity processes



Inquires regarding related parties and significant unusual transactions

- What are the Audit Committee's views about fraud risks. including management override of controls, in the Entities? And have you taken any actions to respond to any identified fraud risks?
- · Is the Audit Committee aware of, or has the Audit Committee identified, any instances of actual, suspected, or alleged fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets?
  - If so, have the instances been appropriately addressed and how have they been addressed?
- How does the Audit Committee exercise oversight of the Entities' fraud risks and the establishment of controls to address fraud risks?

- · Is the Audit Committee aware of tips or complaints regarding the Entity's financial reporting (including those received through the Audit Committee's internal whistleblower program, if such programs exist)? If so, the Audit Committee's responses to such tips and complaints?
- Is the Audit Committee aware of any instances where the Entity entered into any significant unusual transactions?
- · What is the Audit Committee's understanding of the Entities' relationships and transactions with related parties that are significant to the Entity?
- Is the Audit Committee concerned about those relationships or transactions with related parties? If so, the substance of those concerns?



Key milestones and Highlights **Audit Strategy Audit Quality** Risk assessment summary **Appendices** deliverables

# **Key milestones and deliverables**

### **Apr-June 2025 Final Fieldwork & Reporting**

### **Sept - Oct 2024**

**Planning & Risk Assessment** 

- Kick-off with management:
- Planning and initial risk assessment procedures, including:
  - · Involvement of others
  - · Identification and assessment of risks of misstatements and planned audit response for certain processes
- Obtain and update an understanding of the Entity and its environment

### Oct - Nov 2024

Risk assessment & Interim work

- Evaluate the Entities' components of internal control, other than the control activities component
- Perform process walkthroughs for certain business processes
- Complete group audit scoping
- Complete initial risk assessment
- Communicate audit plan
- Review and evaluate management's analysis of the relevance and impact of the newly implemented accounting standards, as detailed in Appendix B
- Evaluate D&I of controls for certain business processes (control activity component)

### Interim work

**Nov-Dec 2024** 

- Interim timeline: Nov 18 to Nov 30, 2024
- Evaluate D&I of controls for certain business processes (control activity component)
- Perform process walkthroughs for remaining business processes
- · Identify process risk points for remaining business processes
- Perform interim substantive audit procedures
- · Provide update on audit progress

- Year End Fieldwork- April 7 to April 25
- Complete year-end data extraction and processing activities
- Perform remaining substantive audit procedures
- · Evaluate results of audit procedures, including control deficiencies and audit misstatements identified
- Review financial statement disclosures
- Present audit results to the Audit Committee and perform required communications
- Issue audit report on financial statements
- Closing meeting with management
- Issue audit reports on financial statements



Highlights **Audit Strategy** Key milestones and deliverables **Audit Quality Appendices** Risk assessment summary

### How do we deliver audit quality?

Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

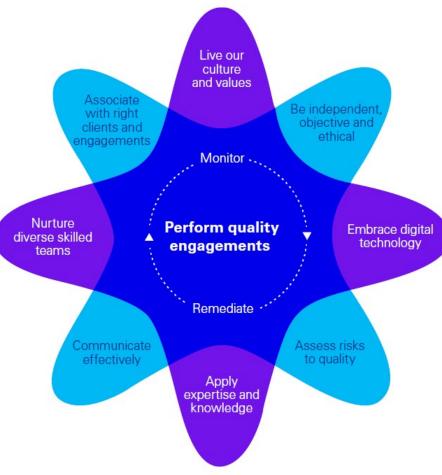
The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Our Transparency Report includes our firm's Statement on the Effectiveness of our SoQM.



### KPMG Canada Transparency Report

### We define 'audit quality' as being the outcome when:

- audits are executed consistently, in line with the requirements and intent of applicable professional standards within a strong system of quality management; and
- all of our related activities are undertaken in an environment of the utmost level of objectivity, independence, ethics and integrity.



Doing the right thing. Always.



# **Appendices**



Regulatory communications



New accounting standards





Municipal Government Service Offerings





Technology



Highlights **Audit Strategy** Key milestones and deliverables **Audit Quality Appendices** Risk assessment summary







**CPAB** communication protocol

The reports available through the following links were published by the Canadian Public Accountability Board to inform Audit Committees and other stakeholders about the results of quality inspections conducted over the past year:

- CPAB Audit Quality Insights Report: 2022 Interim Inspections Results
- CPAB Audit Quality Insights Report: 2022 Annual Inspections Results
- CPAB Audit Quality Insights Report: 2023 Interim Inspections Results
- CPAB Regulatory Oversight Report: 2023 Annual Inspections Results



Highlights **Audit Strategy** Key milestones and deliverables **Audit Quality Appendices** Risk assessment summary



# **Appendix B: Changes in accounting standards**

Standard	Summary and implications
Revenue	• The new standard PS 3400 Revenue is effective for fiscal years beginning on or after April 1, 2023 (The Town's December 31, 2024 year-end).
	<ul> <li>The new standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement.</li> </ul>
	<ul> <li>The standard notes that in the case of revenue arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.</li> </ul>
	<ul> <li>The standard notes that unilateral revenue arises when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.</li> </ul>
Purchased Intangibles	• The new Public Sector Guideline 8 <i>Purchased intangibles</i> is effective for fiscal years beginning on or after April 1, 2023 <i>(The Town's December 31, 2024 year-end)</i> with earlier adoption permitted.
	<ul> <li>The guideline allows public sector entities to recognize intangibles purchased through an exchange transaction. The definition of an asset, the general recognition criteria and GAAP hierarchy are used to account for purchased intangibles.</li> </ul>
	<ul> <li>Narrow scope amendments were made to PS 1000 Financial statement concepts to remove the prohibition to recognize purchased intangibles and to PS 1201 Financial statement presentation to remove the requirement to disclose purchased intangibles not recognized.</li> </ul>
	The guideline can be applied retroactively or prospectively.





# Appendix B: Changes in accounting standards (continued)

### **Standard**

### **Summary and implications**

### **Public Private Partnerships**

- The new standard PS 3160 Public private partnerships is effective for fiscal years beginning on or after April 1, 2023 (The Town's December 31, 2024 year-end).
- The standard includes new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership.
- The standard notes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the public private partnership ends.
- The public sector entity recognizes a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.
- The infrastructure would be valued at cost, which represents fair value at the date of recognition with a liability of the same amount if one exists. Cost would be measured in reference to the public private partnership process and agreement, or by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project.
- The standard can be applied retroactively or prospectively.

### Concepts Underlying **Financial Performance**

- The revised conceptual framework is effective for fiscal years beginning on or after April 1, 2026 (The Town's December 31, 2027) year-end) with earlier adoption permitted.
- The framework provides the core concepts and objectives underlying Canadian public sector accounting standards.
- The ten chapter conceptual framework defines and elaborates on the characteristics of public sector entities and their financial reporting objectives. Additional information is provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts are introduced.







### **Standard**

### Summary and implications

### **Financial Statement** Presentation

- The proposed section PS 1202 Financial statement presentation will replace the current section PS 1201 Financial statement presentation. PS 1202 Financial statement presentation will apply to fiscal years beginning on or after April 1, 2026 (The Town's December 31, 2027 year-end) to coincide with the adoption of the revised conceptual framework. Early adoption will be permitted.
- The section includes the following:
  - Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained.
  - Separating liabilities into financial liabilities and non-financial liabilities.
  - Restructuring the statement of financial position to present total assets followed by total liabilities.
  - Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).
  - Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called "accumulated other".
  - A new provision whereby an entity can use an amended budget in certain circumstances.
  - Inclusion of disclosures related to risks and uncertainties that could affect the entity's financial position.





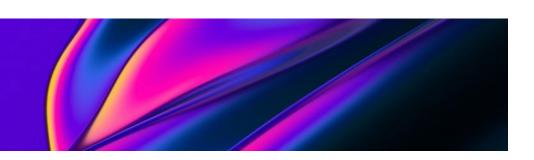


### **Standard**

### **Summary and implications**

### **Employee** benefits

- The Public Sector Accounting Board has initiated a review of sections PS 3250 Retirement benefits and PS 3255 Postemployment benefits, compensated absences and termination benefits.
- The intention is to use principles from International Public Sector Accounting Standard 39 Employee benefits as a starting point to develop the Canadian standard.
- Given the complexity of issues involved and potential implications of any changes that may arise from the review of the existing quidance, the new standards will be implemented in a multi-release strategy. The first standard will provide foundational guidance. Subsequent standards will provide additional guidance on current and emerging issues.
- The proposed section PS 3251 Employee benefits will replace the current sections PS 3250 Retirement benefits and PS 3255 Post-employment benefits, compensated absences and termination benefits. It will apply to fiscal years beginning on or after April 1, 2026 (the Town's December 31, 2027 year-end). Early adoption will be permitted and guidance applied retroactively.
- This proposed section would result in public sector entities recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position. Organizations would also assess the funding status of their post-employment benefit plans to determine the appropriate rate for discounting post-employment benefit obligations.
- The Public SectorAccounting Board is in the process of evaluating comments received from stakeholders on the exposure draft.





# Appendix C: Newly effective and upcoming changes to auditing standards

For more information on newly effective and upcoming changes to auditing standards 🎧 - see Current Developments

Effective for periods beginning on or after December 15, 2023

### ISA 600/CAS 600

Revised special considerations -Audits of group financial statements

. . . . . . . . . . .

Effective for periods beginning on or after December 15, 2024

### ISA 260/CAS 260

Communications with those charged with governance

### ISA700/CAS700

Forming an opinion and reporting on the financial statements



# Appendix D: Municipal Government Service Offerings



#### Overview

KPMG's Governance, Risk and Compliance services team has vast experience working with clients across the municipal government sector, assessing organizations risk management, internal control and governance processes and providing value adding insight across our municipal government clients. KPMG has a successful track record and are the leading service provider of municipal government services across a variety of audit areas including operations, finance, service delivery reviews, cyber security and HR. KPMG also provides full outsourced and co-sourced audit services to a number of municipalities, helping clients to identify more efficient and effective ways of delivering their services and streamlining costs. Below we have provided further details of our service offerings to municipalities.

#### Experience

KPMG brings a wealth of practical experience delivering services to municipal government clients. We have listed some example audited areas below.

Absence Management	Cyber Security	Insurance	Real Estate
Accounts Payable	Enforcement	IT Governance	Reserves
<ul> <li>Accounts Receivable and Cash Handling</li> </ul>	Facility Management	Overtime	<ul> <li>Recruitment and Retention</li> </ul>
Asset Management	Fleet Inventory	<ul> <li>Parks and Recreation</li> </ul>	<ul> <li>Remuneration</li> </ul>
By-Law Compliance	<ul> <li>Fleet Management</li> </ul>	<ul> <li>Physical Security</li> </ul>	<ul> <li>Snow Clearing</li> </ul>
Councillor Budgets	<ul> <li>Health and Safety</li> </ul>	<ul> <li>Procurement</li> </ul>	<ul> <li>Support Functions</li> </ul>
Client list			

We are the leading municipal government advisor in Ontario in relation to internal audit, compliance, service delivery and process reviews. We have shown below a summary of the municipalities we have provided services to.

#### **Client list**

We are the leading municipal government advisor in Ontario in relation to internal audit, compliance, service delivery and process reviews. We have shown below a summary of the municipalities we have provided services to:























### Appendix D: Municipal Government Service Offerings, cont'd:

#### Review areas

Below we have shown an examples of the types of reviews we have conducted through our work with Ontario Municipalities

#### Internal Audit reviews

- · Review of the design and operation of key business controls
- Identifying recommendations to improve and optimize the control environment
- Using data analytics and visualization to test large data sets
- · Examples include AP, cash handling and Fleet Inventory

#### Service delivery/process reviews

- · Review of the operational efficiency and effectiveness of a service area
- · Using lean methodologies to identify more efficient and effective ways of delivering services.
- Creation of process maps and identification of opportunities to streamline processes and create cost savings
- · Examples include Snow Clearing, Parks & Recreation and Security

#### Specialist reviews

- · Using specialist KPMG resources to provide assurance and recommendations across specialist service areas
- · Using best practice methodologies and frameworks to provide value adding insights and recommendations
- · Examples include, Cyber Security, IT Risk Assessments, Facilities and Real Estate



Control Testing Analysis



Process Flow Charts



Opportunity Scorecard

#### Additional Services



E.g. We use service profiles as part of our organizational service delivery reviews across areas such as roads, parks, IT and finance. These show the key staffing and budget requirements, service levels, activity, metrics and improvement opportunities.

E.g. We used data analytics to plot complaints received relating to snow clearing, showing the types of complaints received and their geographic locations. This enabled the organization to track complaints more proactively and follow up on any hotspot areas.

E.g. We used benchmarking to provide comparable analysis on how security services are provided, including costs to deliver services, types of services, staffing levels and service delivery models.

### Contact Us

Should you like to discuss our not-for-profit services further, or would like to discuss our work in more detail, please contact;



Nick Rolfe Partner Governance, Risk and Compliance Services T: (416) 777-3543 E: nicholasrolfe@kpmg.ca



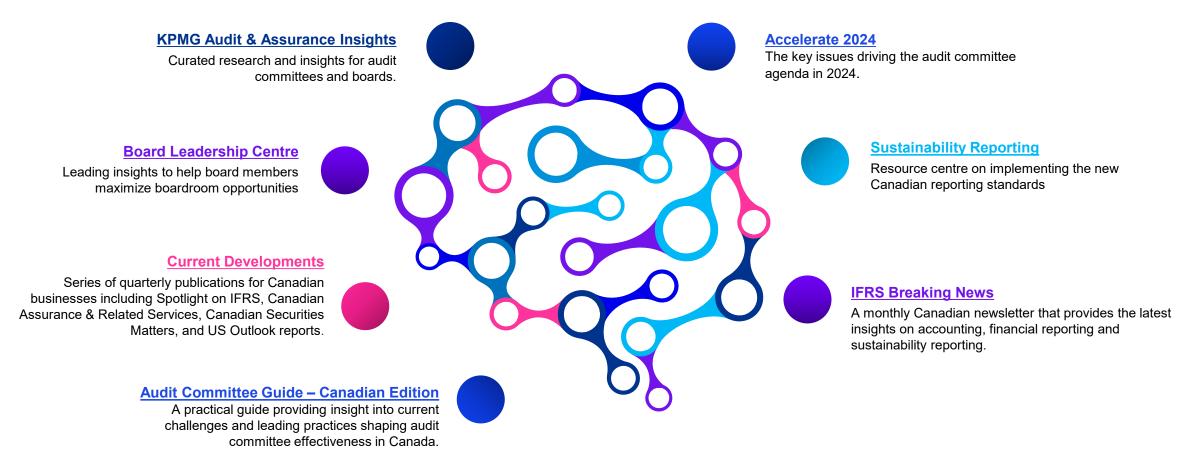
Rob Hacking Senior Manager Governance, Risk and Compliance Services T: (647) 777-5247 E: robhacking@kpmg.ca



Highlights **Audit Strategy** Key milestones and deliverables **Audit Quality Appendices** Risk assessment summary

# **Appendix E: Audit and assurance insights**

Our latest thinking on the issues that matter most to Audit Committees, board of directors and management.





Highlights **Audit Strategy** Key milestones and deliverables **Audit Quality Appendices** Risk assessment summary

### Appendix F: Our technology story



### Streamlined client experience

And deeper insights into your business, translating to a better audit experience.



### **Secure**

A secure client portal provides centralized, efficient coordination with your audit team.



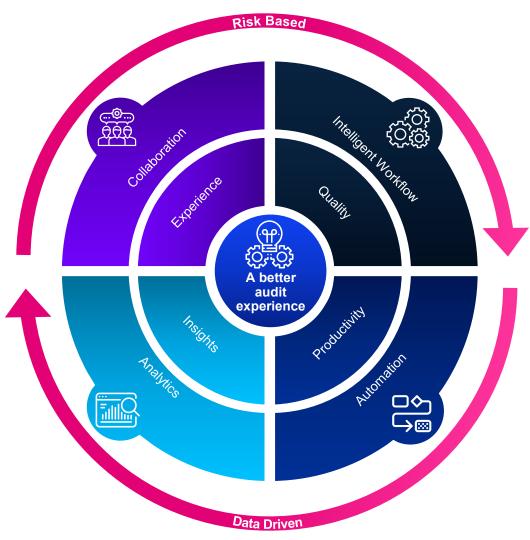
### Intelligent workflow

An intelligent workflow guides audit teams through the audit.



### **Increased precision**

Advanced data analytics and automation facilitate a risk-based audit approach, increasing precision and reducing your burden.





### **Appendix F: Continuous evolution**

### Our investment: \$5B

We are in the midst of a five-year investment to develop our people, digital capabilities, and advanced technology.

### Responsive delivery model

Tailored to you to drive impactful outcomes around the quality and effectiveness of our audits.

### **Result: A better experience**

Enhanced quality, reduced disruption, increased focus on areas of higher risk, and deeper insights into your business.









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