

# Staff Report



Financial Services Department

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**REPORT TO:** Audit Committee

**DATE OF MEETING:** December 16, 2024

**SUBMITTED BY:** Katie Fischer, Director, Financial Reporting and ERP Solutions, 519-904-9354

**PREPARED BY:** Greg Demacio, Manager, Financial Reporting and Analysis, 519-904-9353

**WARD(S) INVOLVED:** All

**DATE OF REPORT:** December 6, 2024

**REPORT NO.:** FIN-2024-517

**SUBJECT:** External Audit Planning Report for Fiscal Year 2024

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## RECOMMENDATION:

That the Audit Planning Report for the year ended December 31, 2024 prepared by KPMG, attached as Attachment A to report FIN-2024-517, be approved.

## REPORT HIGHLIGHTS:

- The purpose of this report is to approve the 2024 audit plan, prepared by the City's external auditors (KPMG).
- The approach being proposed is consistent with previous years.
- This report supports the delivery of core services.

## BACKGROUND:

Item 4 (d) of the Audit Committee Terms of Reference states that one of the responsibilities of the audit committee is to "approve external audit plans". It is important to have open communication between the external auditor and the Audit Committee to ensure that both groups are kept up to date on changes in the organization, changes in the accounting/regulatory environment, and their related risks.

In KPMG's proposal to serve as the External Auditor, they committed to meeting with the Audit Committee twice annually. This is the first of those meetings for the 2024 fiscal year. A second meeting will be held once their audit is complete to present results and offer an opportunity for questions.

## REPORT:

KPMG will present their Audit Planning Report. Please see attached document titled "The Corporation of the City of Kitchener Audit Planning Report for the year ended December 31, 2024".

## STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core services.

\*\*\* This information is available in accessible formats upon request. \*\*\*  
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

**FINANCIAL IMPLICATIONS:**

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

**COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City’s website with the agenda in advance of the council / committee meeting. It will provide the public with information to assist them in understanding the scope of the external audit to take place in the spring of 2025. The City’s consolidated financial statements for the year ended December 31, 2024, will be the subject of this audit.

The 2024 audited consolidated financial statements, once completed and approved, will be posted on the City website and notice will be provided to all residents through a widely distributed newspaper in accordance with Section 295 (1) of the Municipal Act, 2001.

**PREVIOUS REPORTS/AUTHORITIES:**

- *Municipal Act, 2001*

**APPROVED BY:** Jonathan Lautenbach, Chief Financial Officer, Financial Services

**ATTACHMENTS:**

Attachment A – The Corporation of the City of Kitchener Audit Planning Report for the year ended December 31, 2024