

February 2, 2023

Simon Fraser Public Interest Research Group
SUB 1410, Simon Fraser University
8888 University Drive
Burnaby, B.C.
V5A 1S6

Dear Board,

RE: Year End Audit – August 31, 2022

The objective of our audit was to express an opinion on the financial statements. Included in our audit was the consideration of internal control relevant to the preparation and fair presentation of the financial statements. This consideration of internal control was for the purpose of designing audit procedures that were appropriate in the circumstances.

I did want to express my approval of your new financial policies that are now in place for payment approval and cheque signatures. I think the controls you put in place are good in that they make it easier for SF PIRG to operate on their day-to-day operations without having to involve the Board with trivial cheques. The Board is to be involved when amounts being paid are material and have a greater impact on the organization.

As you have a new Director of Finance and Operations this year, I did just want to suggest again to use the direct deposit feature that Sage 50 has to pay your employees. If you use this feature, what you prepare as payroll in Sage, will automatically be paid to the individual. This way you know what was recorded in your books is what was paid. It also prevents the hassle for the organization to get cheques signed on time and for the employee to have to go to the bank and deposit their pay cheque.

This communication is prepared solely for your information and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Thank you for the opportunity to be of service to your organization. If you have any questions, please give me a call at 604-931-3347.

Yours sincerely,



Andrea Knorr, CPA, CGA
W. Bruce & Associates Ltd