



Attendance Audit Form

The attendance audit process is designed to reconcile payments from The Regional Municipality of Durham to child care operators for fee subsidy.

A Children’s Services Division (CSD) staff member will complete the audit on site at the child care site. Three months of attendance schedules submitted to the CSD will be reviewed for accuracy. The CSD staff facilitating the audit will utilize room attendances, variable enrollment forms, billing summaries, and other pertinent documentation at the child care site to complete the audit.

- The audit established that the information submitted during billing is accurate and the audit process is complete.

- The audit discovered errors in the submitted information and reported:
 - Errors reviewed with the centre supervisor or designate.
 - The CSD staff completing the audit may review documentation for a longer period of time, if necessary.
 - Attendance schedules with corrections will be submitted to a CSD Manager.
 - Corrections submitted to a Billing Clerk to process payments corrections.
 - Quarterly attendance audits occur until the operator reporting is accurate.

Supervisor or Designate - Signature

Name (please print)

Date

QA Program Manager - Signature

Name (please print)

Date

Children’s Services Division Manager - Signature

Name (please print)

Date