



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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MINUTES OF THE 18th AUDIT COMMITTEE MEETING - **OPEN** HELD ON THURSDAY, SEPTEMBER 22, 2016 Board Office, Kemptville

A. OPENING

Meeting was called to order at 6:22 p.m.

A.1 Prayer

Nancy Kirby led the committee in prayer.

B. ROLL CALL

B.1 Audit Committee Members

Present: Alain Gravelle, Audit Committee Member (External)
Nancy Kirby, Audit Committee Chair and Trustee
Karen McAllister, Audit Committee Member and Trustee

Regrets: Colleen Purcell, Audit Committee Member (External)

“That the Audit Committee excuse the absence of External Audit Committee Member, Colleen Purcell, from the Open Meeting of September 22, 2016.”

Moved by: Alain Gravelle

Carried

B.2 Board Administration

Present: Bonnie Norton, Superintendent of Business
Traci Bloomfield, Assistant Manager of Finance

B.3 Guests

Line Robitaille, Regional Internal Audit Manager
Rob Clayton, KPMG Audit Senior Manager

B.4 Recording Secretary: Amy Jordan

C. AMENDMENT TO AND APPROVAL OF AGENDA

“That the Audit Committee approve the agenda of the Open meeting of September 22, 2016.”

Moved by: Karen McAllister

Carried

D. DECLARATION OF CONFLICT OF INTEREST

Not applicable.

E. APPROVAL OF MINUTES

E.1 Minutes of the Audit Committee Meeting held on April 14, 2016.

“That the Audit Committee approve the minutes of the meeting of April 14, 2016.”

Moved by: Karen McAllister

Carried

F. PRESENTATIONS

F.1 Regional Internal Audit Presentations

- RIA 2016-17 Update CDSBEO

Line Robitaille, Regional Internal Audit Manager, provided an update on the 2016-17 Regional Internal Audit.

“That the Audit Committee receive as information the update on the 2016-17 Regional Internal Audit.”

Moved by: Alain Gravelle

Carried

F.2 External KPMG Audit Presentation on the Audit Plan for the 2015-16 fiscal year.

Rob Clayton, KPMG Audit Senior Manager, provided a presentation on the CDSBEO Audit Planning Report for the year ending August 31, 2016

Mr. Gravelle inquired if enrolment testing is completed.

Mr. Clayton indicated that there is no specific testing done on enrolment. KPMG relies on confirmation from the Ministry.

Mrs. Norton shared that the Board has received notification, from the Ministry, that an enrolment audit will be completed this fall. The focus will mainly be on the secondary panel as this is where the majority of issues are found. St. John Catholic High School and St. Matthew Secondary School will have site visits.

The Enrolment Audit Report will be brought to the Audit Committee once complete.

“That the Audit Committee receive as information the CDSBEO Audit Planning Report for the year ending August 31, 2016.”

Moved by: Karen McAllister

Carried

G. ACTION ITEMS

- G.1 Recommend Approval to Board
- KPMG Audit Plan for 2015-16

“That the Audit Committee recommends approval to the Board of Trustees of the KPMG Audit Plan for 2015-16.”

Moved by: Alain Gravelle

Carried

- G.2 Audit Committee members to schedule next meeting for October 24th or 25th for presentation of the 2015-2016 Financial Statements.

The Audit Committee meeting will take place on October 24, 2016 at the Kemptville Board office at 6:00 p.m. Alain Gravelle will join the meeting by phone.

- G.3 Motion to incorporate the motions of the closed meeting of September 22, 2016.

“That the Board approve and incorporate the motions of the Closed Meeting into the Open Meeting of September 22, 2016.”

Moved by: Karen McAllister

Carried

H. INFORMATION ITEMS

- H.1 Audit Committees and Regional Internal Audit Updates
- SB14 Memorandum – Update on Internal Audit Leading Practice Repository

Line Robitaille provided an overview of the SB14 Memorandum.

- H.2 Director’s Letter of Compliance 2015-16

The Director’s Letter of Compliance 2015-16, dated September 16, 2016, was shared with the committee.

I. CLOSING PRAYER

J. ADJOURNMENT

“That the Open Meeting of September 22, 2016 be adjourned at 7:15 p.m.”

Moved by: Alain Gravelle

Carried