



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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MINUTES OF THE 22nd AUDIT COMMITTEE MEETING - **OPEN** HELD ON MONDAY, OCTOBER 30, 2017 Board Office, Kemptville

A. OPENING

Meeting was called to order at 6:34 p.m.

A.1 Prayer

Trustee Kirby led the committee in prayer.

B. ROLL CALL

B.1 Audit Committee Members

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

B.2 Board Administration

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

B.3 Guests Rob Clayton, KPMG, Audit Partner
Diana Swedani, KPMG Audit Manager
Line Robitaille, Regional Internal Audit Manager

B.4 Recording Secretary: Amy Jordan, Assistant to the Superintendent of Business

C. AMENDMENT TO AND APPROVAL OF AGENDA

“That the Audit Committee approve the agenda of the Open meeting of October 30, 2017.”

Moved by: Colleen Purcell

Carried

D. DECLARATION OF CONFLICT OF INTEREST

Not applicable.

E. APPROVAL OF MINUTES

E.1 Minutes of the Audit Committee Meeting held on September 12, 2017.

“That the Audit Committee approve the minutes of the meeting of September 12, 2017.”

Moved by: Karen McAllister

Carried

F. PRESENTATIONS

F.1 Management Introduction to Consolidated Financial Statements for the year ended August 31, 2017

Bonnie Norton thanked KPMG representatives for attending the meeting to present the Audit Findings Report and Consolidated Financial Statements.

F.2 External Auditors, KPMG, presentation on the following:

- Consolidated Financial Statements for the year ended August 31, 2017

Rob Clayton, KPMG Audit Partner, reviewed with the committee in detail the Consolidated Financial Statements for the year ended August 31, 2017.

Nancy Kirby thanked KPMG for the presentation on the Consolidated Financial Statements.

F.3 Regional Internal Audit Manager, presentation on the following:

- Engagement Letter – Facilities Procurement Audit
- Update on Facilities Procurement Audit

Line Robitaille provided an update on the facilities procurement audit.

From October 2nd to the 16th, Gord Champagne, Regional Internal Audit Manager, was on-site to complete the facilities procurement audit. The close-out meeting has taken place and no major findings were identified. A couple of observations were noted as opportunities to improve a very strong process that is already in place.

The Facilities Procurement Audit report will be available at the next meeting.

An audit on Health and Safety is to start in April 2018 as well as follow-up procedures on the Special Education audit.

“That the Audit Committee receive as information the Engagement Letter and update on the Facilities Procurement Audit.”

Moved by: Karen McAllister

Carried

G. ACTION ITEMS

- G.1 Recommend for approval, to the Board of Trustees, the Consolidated Financial Statements for the year ended August 31, 2017

The Consolidated Financial Statements, for the year ended August 31, 2017 were reviewed by the committee.

“That the Audit Committee recommend, to the Board of Trustees, the approval of the Consolidated Financial Statements for the year ended August 31, 2017.

Moved by: Alain Gravelle

Carried

- G.2 Review Roles and Responsibilities of Audit Committee

A copy of proposed Audit Committee meeting agenda topics was revisited. No updates were made.

- G.3 Discuss and plan when the next Audit Committee meeting will be held and possible agenda items.

The next Audit Committee meeting will be held on April 4, 2018 at 6:00 p.m.

- G.4 Motion to incorporate the motions of the closed meeting of September 12, 2017.

“That the Board approve and incorporate the motions of the Closed Meeting into the Open Meeting of October 30, 2017.”

Moved by: Colleen Purcell

Carried

H. INFORMATION ITEMS

- H.1 External Auditor – KPMG Contract Amendment

At the Board meeting on October 3, 2017, the trustees approved the two-year extension to KPMG’s external audit contract. The extension covers the fiscal periods September 1, 2017 to August 31, 2018 and September 1, 2018 to August 31, 2019.

The professional fees for this two-year term will be maintained at the same level as the fiscal 2017 fees.

- H.2 External Audit Committee Member Extensions

At the Board meeting on October 3, 2017, the trustees approved the re-appointment of external audit committee member, Colleen Purcell. Mrs. Purcell’s appointment will expire on January 31, 2018. Mrs. Purcell was thanked for her service as an external member on the audit committee.

At the Board meeting on October 3, 2017, the trustees approved a one-year extension to Alain Gravelle’s current appointment on the Board’s external audit committee. The extension of Mr. Gravelle’s appointment is effective February 1, 2018 to January 31, 2019.

I. CLOSING PRAYER

J. ADJOURNMENT

“That the Open Meeting of October 30, 2017 be adjourned at 7:08 p.m.”

Moved by: Colleen Purcell

Carried