



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Minutes of the Audit Committee Meeting Held on Thursday, September 12, 2019 Board Office, Kemptville

A. OPENING

Meeting was called to order at 6:15 p.m.

A.1 Prayer

Mrs. Karen McAllister led the committee in opening prayer.

B. ROLL CALL

B.1 Audit Committee Members

Present: Todd Lalonde, Audit Committee Member and Trustee
Karen McAllister, Audit Committee Member and Trustee
Nancy Kirby, Audit Committee Member (External)

Regrets: Gord Greffe, Audit Committee Member (External)

Recommendation: "That the Audit Committee excuse the absence of Audit Committee Member, Gord Greffe, from the Open Meeting of September 12, 2019."

Moved by: Todd Lalonde

Carried

B.2 Board Administration

Present: Bonnie Norton, Associate Director & Treasurer
Ashley Hutchinson, Manager of Finance
Traci Bloomfield, Assistant Manager of Finance
Stephanie Keyes, Administrative Assistant

B.3 Guests

Present: Portia Marcaida, Regional Internal Auditor
Pasquale Lorfano, Regional Internal Auditor
Rob Clayton, Audit Partner KPMG
Amanda Wilson, Audit Partner KPMG

Regrets: Genevieve Sagu, Regional Internal Audit Manager
Gordon Champagne, Regional Internal Auditor

C. ELECTION OF THE CHAIR OF THE AUDIT COMMITTEE

Due to Mr. Todd Lalonde's recent trustee appointment to the Audit Committee, it was agreed that Mrs. Karen McAllister continue as Chair of the committee for the 2019-20 year.

Recommendation: "That the Audit Committee approve the appointment of Mrs. Karen McAllister as Chair of the Audit Committee for 2019-20."

Moved by: Todd Lalonde

Carried

D. AMENDMENT TO AND APPROVAL OF AGENDA

Recommendation: "That the Audit Committee approve the agenda of the Open Meeting of September 12, 2019."

Moved by: Nancy Kirby

Carried

E. DECLARATION OF CONFLICT OF INTEREST

Nil

F. APPROVAL OF MINUTES

F.1 Minutes of the Audit Committee Meeting held on June 6, 2019

Recommendation: That the Audit Committee approve the minutes of the meeting held on June 6, 2019 as presented".

Moved by: Todd Lalonde

Carried

G. PRESENTATIONS

G.1 Regional Internal Audit Update

Ms. Portia Marcaida reviewed the 2019-2020 Regional Internal Audit Mandate and stated it is the same in other Boards across the Province. No changes have taken place since the mandate was presented to the Committee in 2018.

Ms. Marcaida indicated that the Regional Internal Audit Team (RIAT) is in the process of reviewing the final report for the Continuing Education Audit that was performed in 2018-2019. The final report will be presented at the October 2019 audit committee meeting.

Recommendation: "That the Audit Committee receive the Regional Internal Audit Update as information".

Moved by: Nancy Kirby

Carried

G.2 External KPMG Audit presentation on the External Audit Plan for the 2018-19 fiscal year

Ms. Amanda Wilson, KPMG Audit Partner presented the Audit Planning Report (APR) for the year ending August 31, 2019. In addition to the 2018-2019 year-end Financial Statement Audit, KPMG will also audit School-Generated Funds and the Ontario Youth Apprenticeship Program (OYAP).

Associate Director Norton asked Mr. Rob Clayton, KPMG Lead Audit Engagement Partner, to explain to the Audit Committee what changes they can expect to see in the Board's 2018-19 Financial Statements as it relates to the finalized numbers for 2016-17 and 2017-18 from Student Transportation of Eastern Ontario (STEO) associated with the STEO Arbitration Award.

Mr. Clayton explained the audit process that KPMG took to confirm the STEO final numbers and that the changes will be reflected by way of a "recast" to both STEO's 2017-18 comparative financial statement numbers and the Board's 2017-18 financial statement numbers. Both STEO's and the Board's financial statements will include note disclosure with further explanation of the changes that took place. The CDSBEO did seek approval from the Ministry of Education that the "recast" approach is acceptable. The "recast" approach allows STEO and the Board to correctly reflect, in the appropriate year, the costs associated with 2016-17 and 2017-18 transportation from the Arbitration Award.

Recommendation: "That the Audit Committee recommend approval to the Board of Trustees of the external 2018-19 KPMG Audit Planning Report (APR)".

Moved by: Todd Lalonde

Carried

H. ACTION ITEMS

H.1 Review 2018-19 Annual Audit Committee Summary Report

Mrs. Hutchinson reviewed the 2018-19 Annual Audit Committee Summary Report with the Committee. Mrs. Hutchinson confirmed that the Continuing Education Audit was drafted by August 31, 2019 but not finalized and will be presented to the committee on October 30, 2019. Ms. Hutchinson noted we are not expecting any Ministry enrolment audits to take place this year.

Mrs. Hutchison presented Chair McAllister with the summary for her signature prior to being sent to the Ministry of Education.

Recommendations:

(1) ***"That the Audit Committee approve the 2018-19 Annual Audit Committee Summary Report for submission to the Ministry".***

Moved by: Nancy Kirby

Carried

(2) ***"That the Audit Committee recommend that the Board receive the 2018-19 Annual Audit Committee Summary Report as information prior to its submission to the Ministry of Education".***

Moved by: Todd Lalonde

Carried

I. INFORMATION ITEMS

I.1 Director Letter - Confirmation of Compliance

Mrs. Hutchinson presented the letter from Director Cameron, confirming the Board's confirmation of compliance with various Acts and Regulations, to Chair McAllister for review and signature.

Recommendation: "That the Audit Committee receive the letter from Director Cameron confirming the Board's compliance with various Acts and Regulations as information".

Moved by: Todd Lalonde

Carried

I.2 Annual Review of Audit Committee Roles and Responsibilities

This item was deferred to the meeting of October 30, 2019.

J. CLOSING PRAYER

Chair McAllister led the Committee in a closing prayer.

K. ADJOURNMENT

Next Meeting scheduled for October 30, 2019 at 4:00 p.m.

Recommendation: "That the Open Meeting of September 12, 2019 be adjourned at 6:35 p.m.".

Moved by: Nancy Kirby

Carried