



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Box 2222, 2755 Highway 43 - Kemptville, Ontario - K0G 1J0
Phone: 613-258-7757 Toll-Free: 1-800-443-4562 Fax: 613-258-7134
www.cdsbeo.on.ca



MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON THURSDAY, OCTOBER 29, 2020 Microsoft Virtual TEAMS Meeting

A. OPENING

Meeting was called to order at 6:18 p.m.

A.1 Prayer

Committee Chair opened with prayer.

B. ELECTION OF THE CHAIR

After committee consultation, it was agreed that Mrs. Karen McAllister continue as Chair of the committee for the 2020-21 year.

Recommendation: "That the Audit Committee approve the appointment of Mrs. Karen McAllister as Chair of the Audit Committee for 2020-21."

Moved by: Todd Lalonde

Carried

C. ROLL CALL

C.1 Audit Committee Members

Present: Karen McAllister, Audit Committee Chair and Trustee
Todd Lalonde, Audit Committee Member and Board Chair
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 October 29, 2020."

Moved by: Todd Lalonde

Carried

C.2 Board Administration

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

C.3 Guests: Genevieve Segu, Regional Internal Audit Manager
Portia Marcaida, Regional Internal Auditor
Rob Clayton, KPMG Audit Partner
Amanda Wilson, KPMG Audit Manager

D. AMENDMENT TO AND APPROVAL OF AGENDA

Recommendation: "That the Audit Committee approve the agenda of the Public Meeting of October 29, 2020."

Moved by: Nancy Kirby

Carried

E. DECLARATION OF CONFLICT OF INTEREST

Not applicable.

F. APPROVAL OF MINUTES

F.1 Minutes of the Audit Committee Meeting held on September 17, 2020.

Recommendation: "That the Audit Committee approve the minutes of the meeting held on September 17, 2020."

Moved by: Nancy Kirby

Carried

G. PRESENTATIONS

G.1 Regional Internal Audit Update

Genevieve Segu, Regional Internal Audit Manager expressed appreciation for the considerable support throughout the region.

As part of the Internal Audit Mandate the Regional Internal Audit Team (RIAT) is required to go through a risk assessment process for the Board. Members of the RIAT will be meeting with CDSBEO management team in early November and recommendations will be brought forward to CDSBEO Senior Leadership.

G.2 External Auditors, KPMG, presentation of the Consolidated Financial Statements for the year ended August 31, 2020.

Mrs. Hutchinson welcomed KPMG representatives for attending the meeting to present the Consolidated Financial Statements for the year ended August 31, 2020.

Rob Clayton, KPMG Audit Partner, reviewed with the committee the Consolidated Financial Statements for the year ended August 31, 2020.

Mr. Clayton's presentation revealed the favorable results of the Board's financial position for the 2019-20 school year. The CDSBEO is ending the year with a surplus, a portion of which is attributed to the COVID-19 school closures that took effect on March 16, 2020. Mr. Clayton's presentation highlighted a few key areas:

Accounts receivable-Municipalities

- Due to COVID-19, the Province of Ontario extended deadlines for municipalities to pay Education Property Tax (EPT) amounts to the Board. This amount for the Board was \$3,434,768. This amount will be recovered fully by the board in the following school year.

Accounts payable and accrued liabilities

- Due to the response to COVID-19, the Province of Ontario extended the deadlines for municipalities to pay Education Property Tax (EPT) amounts to the Board. To mitigate the financial impact of this deferral, the Province adjusted its cash flow through the School Board Operating Grant in July 2020 to pay an additional amount equal to about 25% of the annual education property tax amount as forecasted by the Board in the 2019-20 Revised Estimates. This amount for the Board was \$4,895,679. This amount will be recovered by the Province in 2021.

Impact of Coronavirus Covid-19 Pandemic

- For the 2020-2021 school year schools reopened to students, effective September 2020, with enhanced public health protocols, or the option to continue with online education and at-home distance learning. The Board continues to monitor the situation and plan for potential changes during the fiscal 2021 school year and beyond. The Board is actively monitoring cash flow forecasts and budget.

- Subsequent to year-end, the Board received personal protective equipment (PPE) and cleaning supplies from the Ministry of Education for all teachers, other school board staff. The cost recovery model for PPE received from the Ministry has not yet been formally communicated to School Boards.
- At August 31, 2020, the Board did not have significant adjustments to reflect the possible future impact of COVID-19. Management assessed the impact on the Board and believes there are no significant financial issues.
- The outcome and timeframe to a recovery from the current pandemic is highly unpredictable, thus it is not practicable to estimate and disclose its financial effect on future operations at this time.

The Audit Committee accepted the Consolidated Financial Statements, year ended August 31, 2020 as presented.

Recommendation: “That the Audit Committee recommend for approval to the Board of Trustees, the Consolidated Financial Statements for the year ended August 31, 2020.”

Moved by: Nancy Kirby

Carried

H. ACTION ITEMS

H.1 Review 2019-20 Annual Audit Committee Summary Report

Mrs. Norton advised that the 2019-2020 Audit Committee Summary Report is to be approved by the Audit Committee Chair and the approved report will be received by the Ministry of Education.

Recommendation: “That the Audit Committee approve the 2019-20 Annual Audit Committee Summary Report for submission to the Ministry”.

Moved by: Todd Lalonde

Carried

Recommendation: “That the Audit Committee recommend that the Board receive the 2019-20 Annual Audit Committee Summary Report to the Ministry as information”.

Moved by: Nancy Kirby

Carried

H.2 Review timeline for next Audit Committee Meeting

May 2021 meeting was suggested. Committee can expect a follow-up to determine committee members availability.

I. INFORMATION ITEMS

J. CLOSING PRAYER

Committee joined in closing prayer.

K. ADJOURNMENT

Recommendation: "That the Open Meeting of October 29, 2020 be adjourned at 6:35 p.m."

Moved by: Nancy Kirby

Carried