



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Minutes of the Audit Committee Meeting Held on Thursday, September 17, 2020 Virtual Microsoft TEAMS Meeting

A. OPENING

Meeting was called to order at 5:00 p.m.

A.1 Prayer

Trustee McAllister led the committee in opening prayer.

B. ROLL CALL

B.1 Audit Committee Members

Present: Karen McAllister, Audit Committee Member and Trustee
Nancy Kirby, Audit Committee Member (External)
Gord Greffe, Audit Committee Member (External)

Regrets: Todd Lalonde, Audit Committee Member and Trustee

Recommendation: "That the Audit Committee excuse the absence of Audit Committee Member and Trustee, Todd Lalonde, from the Open Meeting of September 17, 2020."

Moved by: Gord Greffe

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: Genevieve Sagu, Regional Internal Audit Manager
Portia Marcaida, Regional Internal Auditor
Gordon Champagne, Regional Internal Auditor
Rob Clayton, Audit Partner KPMG
Amanda Wilson, Audit Partner KPMG

Regrets: N/A

C. ELECTION OF THE CHAIR OF THE AUDIT COMMITTEE

Deferred to October 2020 meeting.

D. AMENDMENT TO AND APPROVAL OF AGENDA

Recommendation: "That the Audit Committee approve the agenda of the Open Meeting of September 17, 2020."

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 29, 2020

Recommendation: That the Audit Committee approve the minutes of the meeting held on June 29, 2020 as presented".

Moved by: Gord Greffe

Carried

G. PRESENTATIONS

G.1 Regional Internal Audit Update

i) 2019-2020 Annual Report was presented by Genevieve Segu, Regional Internal Audit Manager (RIAM). Ms. Segu reviewed the contents of the Report which included essential requirements under the Regulation, the Mandate and the Framework, such as:

- A confirmation of the independence of the audit activities;
- A description of its function;
- A confirmation of conformance with the Code of Ethics; and
- A summary of the 2019-2020 activities

A summary of the Board's Audits for the 2019-2020 school year was shared. The Audits included Procurement Benchmarking, Strategic Risk Assessment and Follow-up Procedures.

The Regional Internal Audit Team (RIAT) completed 2/3 of the 2019-2020 plan and, due to the COVID-19 Pandemic, postponed the in-person Strategic Risk Assessment workshop to November 2020.

Ms. Segu also shared a summary of all RIAT engagements in the Ontario East Region. This summary identified that of the total number of 37 engagements in the nine school boards within the Ontario East region, 21 have been completed, 8 are in progress and 8 postponed due to COVID-19.

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

Moved by: Gord Greffe

Carried

- ii) 2020-2021 Audit Plan was presented by RIAM, Ms. Segu. RIAT should conduct a minimum of two engagements at the Board during 2020-2021. The 2020-2021 Audit Plan was proposed as follows:

Strategic Risk Assessment Audit (continued) – Board specific workshop scheduled for November 2, 2020.

Cyber Security Review Audit (continued) – Region-wide workshop scheduled for October 8 & 9, 2020.

Follow-up Procedures (ongoing) - this is a recurring item on RIAT’s annual plan.

Management Request Engagement (if requested) – provides flexibility to cover any items that may be required during the school year.

Critical Positions Engagements (new) – scope is to provide Management with a current state assessment/inventory of all mid level management positions, outside of the schools. Each position is critical, key, support or specialist.

Recommendation: “That the Audit Committee approve the 2020-21 Regional Internal Audit Plan as presented”.

Moved by: Gord Greffe

Carried

G.2 External KPMG Audit presentation on the External Audit Plan for the 2019-20 fiscal year

Ms. Amanda Wilson, KPMG Audit Partner presented the Audit Planning Report (APR) for the year ending August 31, 2020. KPMG will perform additional audit work required to support their audit opinion on the consolidated financial statements of the School Board.

KPMG will complete audit procedures over School Generated Funds (SGF) and will complete the audit of the Ontario Youth Apprenticeship Program (OYAP), for the year ended August 31, 2020.

Student Transportation of Eastern Ontario (STEO) is a consolidated entity to the School Board. STEO’s financial statements for the year ending August 31, 2020 will be audited by KPMG. KPMG will also perform procedures over consolidation into the Board’s financial records.

KPMG has not identified any other audits to be performed. Should additional audit engagements

be identified, KPMG will discuss with Management and this will be communicated to the Audit Committee in the Audit Findings Report.

Mr. Rob Clayton, KPMG Audit Partner expressed that COVID-19 will, without question, have an impact on the CDSBEO's operations and the Board's financial reporting. Mr. Clayton advised that planning and risk assessment as well as executing, by way of remote auditing, are potential COVID -19 audit implications.

Mr. Clayton stated that KPMG will work virtually with Board personnel to complete the audit of School Generated Funds (SGF) on time.

Mrs. Bonnie Norton thanked KPMG for working collaboratively with the Board and noted that Finance personnel look forward to the continued partnership in the year ahead.

Recommendation: "That the Audit Committee recommend approval to the Board of Trustees of the external 2019-20 KPMG Audit Planning Report (APR)".

Moved by: Nancy Kirby

Carried

H. INFORMATION ITEMS

H.1 Director Confirmation of Compliance

Letter from Director Cameron, confirming the Board's confirmation of compliance with various Acts and Regulations.

Recommendation: "That the Audit Committee receive the Director Confirmation of Compliance as information".

Moved by: Gord Greffe

Carried

I. CLOSING PRAYER

Trustee McAllister led the Committee in a closing prayer.

J. ADJOURNMENT

Next Meeting scheduled for October 29, 2020.

Recommendation: "That the Open Meeting of September 17, 2020 be adjourned at 5:50 p.m.".

Moved by: Nancy Kirby

Carried