

Audit Committee

AGENDA

November 12, 2018 – 6:00 pm

Meeting Location: Stormont Room, Board Office Administrative Building
225 Central Ave. West, Brockville, Ontario K6V 5X1

- School Board Members:** Jeremy Armer, John McAllister, David McDonald, Jeff McMillan
- External Members:** Sheldon Black, Nigel White
- Administration:** Stephen Sliwa-Director of Education, Diana Kingston-Acting Comptroller of Finance, Lianne Webster-Outgoing Recording Secretary, Kristi Carter-Incoming Recording Secretary
- Guests:** Andrew Newman-Lead Audit Engagement Partner KPMG, Vincent Trottier-Audit Manager KPMG, Roger Richard-Senior Business Consultant of R.Richard Consulting, Michael Law-Manager of Budget and Forecasting
- Regrets:** Robert Backstrom-Superintendent of Business, Carole McKewen-Comptroller of Finance

| AGENDA ITEM | | NOTES |
|-------------|--|----------------------------------|
| A1 | Call to Order | |
| A2 | Approval of Agenda November 12, 2018 – Meeting No. 36 | |
| A3 | Conflict of Interest Declaration(s) | |
| A4 | Approval of Minutes – OPEN SESSION September 11, 2018 changed to October 15, 2018 – Meeting No. 35 | OPEN SESSION Minutes Attached |
| A5 | Move into CLOSED SESSION | |
| A6 | Report from CLOSED SESSION | |
| A7 | Proposed Ministry Report to Board | OPEN SESSION Report |
| A8 | ❖ Adjournment Next Meeting: February 12, 2019 | |

David McDonald
Chair, Audit Committee

Robert Backstrom
Superintendent of Business/Treasurer

| UPCOMING AGENDA & ACTION ITEMS | | TIMELINE |
|--------------------------------|--|---------------|
| 1. | Election of Chair (2018 Municipal Council and School Board Elections held October 22, 2018) | February 2019 |
| 2. | 2019-20 Meeting Dates | June 2019 |
| 3. | 2018-19 External Audit Plan – Executive Summary | June 2019 |
| 4. | Proposed Ministry Report to Board | November 2019 |

**Audit Committee
Minutes of October 15, 2018
OPEN SESSION
Meeting No. 35**

The meeting was held at the Upper Canada District School Board Office, 225 Central Avenue West, Brockville, Ontario.

- School Board Members:** Jeremy Armer (via conference call until 6:40 pm), John McAllister, David McDonald, Jeff McMillan
- External Members:** Sheldon Black, Nigel White
- Administration:** Stephen Sliwa-Director of Education, Diana Kingston-Manager of Accounting Services, Lianne Webster-Recording Secretary
- Guests:** Jodie Barrett-Superintendent of Schools, David Coombs-Superintendent of Schools, Phil Dawes-Superintendent of District Alignment, Deanna Perry-Superintendent of Schools, Jeremy Hobbs-Superintendent of HR and Operational Services; Brad Notman-Manager of Purchasing & Admin Services, Pasquale L'orfano-Regional Internal Auditor (RIAT) (until 7:45 pm), Roger Richard-Senior Business Consultant of R. Richard Consulting
- Regrets:** Robert Backstrom-Superintendent of Business, Carole McKewen-Comptroller of Finance, Line Robitaille-Regional Internal Audit Manager

| | |
|----|---|
| A1 | Meeting was called to order by David McDonald, Chair, at 6:02 p.m. |
| A2 | <u>Approval of Agenda</u> Moved by J. McAllister, seconded by N. White, that the agenda for the October 15, 2018, Meeting No. 35 be approved. Carried. |
| A3 | <u>Conflict of Interest Declaration(s)</u> No conflict of interest declarations were received. |
| A4 | <u>Approval of Minutes – OPEN SESSION</u> Moved by S. Black, seconded by N. White, that the minutes for the June 12, 2018, Meeting No. 34 be approved. Carried. |
| A5 | <u>Regional Internal Audit</u> <ul style="list-style-type: none"> • Pasquale, L'orfano, an Internal Auditor with the Regional Internal Audit Team provided the committee members with the update as it relates to Line Robitaille, Regional Internal Audit Manager leaving effective September 7, 2018. • Regional Internal Audit Activities Update <ul style="list-style-type: none"> ○ P. L'orfano reviewed the activities update with the committee noting that the mandate is appended to the memo; the mandate was presented in detail in September 2016 after review and update by the regional teams during the summer of 2016 and has remained unchanged ○ Draft Audit Reports will not be released until there has been a review completed by an Internal Audit Manager <p>Moved by J. McAllister seconded by S. Black, that the Upper Canada District School Board Audit Committee accepts the 2018-19 Regional Internal Audit Activities update. Carried.</p> |
| A6 | <u>Move into CLOSED Session</u> Moved J. McAllister seconded by N. White that the Upper Canada District School Board Audit Committee move into Closed Session ~ October 15, 2018. Carried. |

**Audit Committee
Minutes of October 15, 2018
OPEN SESSION
Meeting No. 35**

| | |
|----|---|
| A7 | <p><u>Rise and Report</u></p> <p>The Upper Canada District School Board received reports and discussed the following:</p> <ul style="list-style-type: none"> • Policy Related Matters – Compliance Plans & Status Reports • Board Payroll System Update • Regional Internal Audit Update • 2017-18 Audit Committee Self-Assessment • 2017-18 Evaluation of Regional Internal Audit Team |
| A8 | <p>❖ Adjournment</p> <p>❖ Next Meeting – November 12, 2018</p> <p>Moved by S. Black, seconded by J. McAllister, that the Upper Canada District School Board Audit Committee adjourn at 7:57 pm.</p> <p align="right">Carried.</p> |

**David McDonald
Chair, Audit Committee**

**Stephen Sliwa
Director of Education**

DRAFT

**Audit Committee
OPEN SESSION**

November 12, 2018 – 6:00 pm

| | |
|-----------------------|--|
| Item A5 | Move into CLOSED SESSION |
| Recommendation | THAT the Upper Canada District School Board Audit Committee moves into CLOSED SESSION ~ November 12, 2018 |

**Audit Committee
OPEN SESSION**

November 12, 2018 – 6:00 pm

| | |
|----------------|-----------------------------------|
| Item A6 | REPORT FROM CLOSED SESSION |
|----------------|-----------------------------------|

**Audit Committee
OPEN SESSION
Report**

November 12, 2018 – 6:00 pm

| Item A7 | Proposed Ministry Report to the Board of Trustees |
|-----------------------|---|
| Purpose | <ul style="list-style-type: none"> To provide to Audit Committee the proposed Ministry Report to the Board of Trustees. |
| Content | <ul style="list-style-type: none"> There is a further requirement for the Board of Trustees to review a second report and submit to the Ministry of Education no later than January 15, 2019. Below is the proposed draft content: <p align="center">Annual Report to the Board of Trustees and Forwarded To the Ministry of Education For the year ended August 31, 2018</p> <p>District School Board Name: Upper Canada Fiscal Year: 2017-18</p> <p>Re: Annual Audit Committee Report to the Ministry of Education as per Ontario Regulation 361/10</p> <p>During the 2017-18 fiscal year, no audit(s) or other engagements were started by the regional internal audit team but not completed by August 31st:</p> <p>In addition to the above, the following audit(s) or other engagements were completed in the 2017-18 fiscal year:</p> <ul style="list-style-type: none"> Budget Planning and Development – To obtain assurance that UCDSB controls relating to the budget planning and development process are adequate and operating effectively. Management Reporting and Analysis – To obtain assurance that UCDSB controls relating to the development, communication and review of the financial management reporting and analysis processes are adequate. Special Education – Follow-up procedures to the March 2016 Special Education audit. Data Management and Back-Up – Follow-up procedures to the April 2016 Data Management and Back-Up audit. Facilities Operations Management – Follow-up procedures to the August 2014 Facilities Operations Management audit. <p>AND</p> <p>Based on the internal audit plan, we do not anticipate any enrolment audits to be performed.</p> <p>On behalf of the Audit Committee,</p> <p>David McDonald Audit Committee Chair</p> |
| Appendices | |
| Recommendation | <p>THAT the Upper Canada District School Board Audit Committee recommends that the Audit Committee Chair submit the report to the Upper Canada District School Board of Trustees at its November 14, 2018 meeting.</p> |

**Audit Committee
OPEN SESSION**

November 12, 2018 – 6:00 pm

| | |
|-----------------------|--|
| Item A8 | ADJOURNMENT |
| Recommendation | THAT the Upper Canada District School Board Audit Committee adjourn ~ November 12, 2018 |