

Audit Committee
AGENDA
April 12, 2022 – 6:00 pm

Meeting Location: Via Microsoft Teams due to COVID-19 pandemic

- School Board Members:** David McDonald, John McCrea, Corina Parisien, John McAllister
- External Members:** Nigel White, Craig Fowler
- Administration:** Ron Ferguson-Director of Education, Jeremy Hobbs-Executive Superintendent of Business Services, Diana Kingston-Comptroller of Finance, Kristi Carter-Recording Secretary
- Guests:** Genevieve Segu-Regional Internal Audit Manager (RIAT), Pasquale L’Orfano-Regional Internal Auditor (RIAT),
- Regrets:**

AGENDA ITEM		NOTES
A1	Call to Order	
A2	Approval of Agenda April 12, 2022 – Meeting No. 53	
A3	Conflict of Interest Declaration(s)	
A4	Approval of Minutes – OPEN SESSION February 8, 2022 – Meeting No. 52	OPEN SESSION Minutes Attached
A5	Regional Internal Audit Update	OPEN SESSION Report
A6	Move into CLOSED SESSION	
A7	Report from CLOSED SESSION	
A8	❖ Adjournment Next Meeting: June 14, 2022	

David McDonald
Chair, Audit Committee

Ron Ferguson
Director of Education

UPCOMING AGENDA & ACTION ITEMS		TIMELINE
1.	2022-23 Meeting Dates	June 2022
2.	2021-22 External Audit Plan – Executive Summary	June 2022
3.	Proposed Ministry Report to Board	November 2022
4.	Election of Chair (<i>postponed from September 2022 due to Municipal/Trustee Election October 24, 2022</i>)	February 2023

Audit Committee
Minutes of February 8, 2022
OPEN SESSION
Meeting No. 52

The meeting was held via Microsoft Teams due to the COVID-19 pandemic.

School Board Members: David McDonald, John McCrea, Corina Parisien, John McAllister

External Members: Nigel White

Administration: Ron Ferguson-Director of Education, Jeremy Hobbs-Executive Superintendent of Business Services, Diana Kingston-Comptroller of Finance, Kristi Carter-Recording Secretary

Guests: Genevieve Segu-Regional Internal Audit Manager (RIAT), Pasquale L’Orfano-Regional Internal Auditor (RIAT), Marsha McNair-Superintendent of Schools, Bill Loshaw-Superintendent of Schools, April Scott-Clarke-Manager of Communications, Brad Notman-Manager of Purchasing and Admin Services

Regrets: Craig Fowler-External Member

A1	Meeting was called to order by D. McDonald at 6:01 p.m.
A2	<u>Approval of Agenda</u> Moved by N. White, seconded by J. McCrea, that the agenda for the February 8, 2022, Meeting No. 52 be approved. <p style="text-align: right;">Carried.</p>
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 J. McCrea, seconded by C. Parisien, that the minutes for the November 8, 2021 Meeting No. 51 be approved. <p style="text-align: right;">Carried.</p>
A5	<u>Regional Internal Audit Team (RIAT) Update</u> G. Segu, Regional Internal Audit Manager, provided the following update with respect to the 2021-22 Internal Audit Plan approved at the September 14, 2021, meeting: <ul style="list-style-type: none"> • Critical Positions Engagement: The audit team has met with HR management and the engagement terms of reference have been signed. Work on this engagement is ready to begin. • School Generated Funds Fraud Flags Identification: This engagement is not yet started. • Follow-up Procedures: RIAT continues to follow-up with outstanding recommendations throughout the year and will report back to the committee in June 2022. • No management request received to date. Moved by N. White, seconded by C. Parisien, that the Upper Canada District School Board Audit Committee receives for information the Regional Internal Audit update. <p style="text-align: right;">Carried.</p>
A6	<u>Move into CLOSED Session</u> Moved by J. McCrea, seconded by N. White, that the Upper Canada District School Board Audit Committee move into Closed Session ~ February 8, 2022. <p style="text-align: right;">Carried.</p>

Audit Committee
Minutes of February 8, 2022
OPEN SESSION
Meeting No. 52

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 – Monitoring Compliance Plans and Status Reports • Recommendation of External Auditors for the 2021-22, 2022-23, 2023-24, and 2024-25 Fiscal Years
A8	<p>❖ Adjournment</p> <p>❖ Next Meeting – April 12, 2022</p> <p>Moved by C. Parisien, seconded by N. White, that the Upper Canada District School Board Audit Committee adjourn at 6:55 pm.</p> <p align="right">Carried.</p>

David McDonald
Chair, Audit Committee

Ron Ferguson
Director of Education

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**Audit Committee
OPEN SESSION
Report**

April 12, 2022 – 6:00 pm

Item A5	Regional Internal Audit Update																
Purpose	<ul style="list-style-type: none"> To provide the Audit Committee with an update from the Regional Internal Audit Manager, Geneviève Segu, on the progress of the 2021-22 Regional Internal Audit Team (RIAT) work. This report links with Regulation 361/10 in relation to the Audit Committee’s duties to the Internal Auditor 9(3) and the Board’s Internal Controls 9(2). 																
Content	<p>2021-2022 Regional Internal Audit Plan Update</p> <p>The Audit Committee approved the 2021-22 Audit Plan at the September 14, 2021 meeting. The following presents an update on the engagements:</p> <table border="1" data-bbox="407 753 1474 1755"> <thead> <tr> <th data-bbox="407 753 540 800">Status</th> <th data-bbox="540 753 1123 800">Audit & Scope</th> <th data-bbox="1123 753 1474 800">Schedule</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 800 540 1152">In Progress</td> <td data-bbox="540 800 1123 1152"> <p>Critical Positions Engagement</p> <p>This engagement aligns with the preliminary region-wide Strategic Risk Assessment which identified Succession Planning as one of the top risks in the portfolio.</p> <p>The scope is to provide Management with a current state assessment/inventory of all positions, outside of the schools. Each position is critical, key, support or specialist.</p> </td> <td data-bbox="1123 800 1474 1152"> <p>November 2021: Meet with HR to discuss timing, objective and scope of work.</p> <p>January 2022: Provided terms of reference to HR.</p> <p>Feb/Mar 2022: Received documentation and have begun engagement.</p> </td> </tr> <tr> <td data-bbox="407 1152 540 1488">Not Initiated</td> <td data-bbox="540 1152 1123 1488"> <p>School Generated Funds Fraud Flags Identification</p> <p>This engagement focuses on fraud indicators and red flags applied to a selection of schools across the school board, using Data Analytics as well as interviews and documentation review.</p> <p>This engagement is part of OASBO IA 2021-2022 work plan.</p> </td> <td data-bbox="1123 1152 1474 1488">TBD</td> </tr> <tr> <td data-bbox="407 1488 540 1621">In Progress</td> <td data-bbox="540 1488 1123 1621"> <p>Follow-up Procedures</p> <p>RIAT continues to follow-up on the remaining recommendations, as they come due.</p> </td> <td data-bbox="1123 1488 1474 1621">Ongoing</td> </tr> <tr> <td data-bbox="407 1621 540 1755">As Needed</td> <td data-bbox="540 1621 1123 1755"> <p>Management Request Engagement</p> <p>To cover any important items that may be required to during the school year.</p> </td> <td data-bbox="1123 1621 1474 1755">If requested</td> </tr> </tbody> </table> <p>Aside: RIAT will be conducting a series of Audit Committee training session for all members across the region, in Spring 2022, recurring annually if needed.</p>		Status	Audit & Scope	Schedule	In Progress	<p>Critical Positions Engagement</p> <p>This engagement aligns with the preliminary region-wide Strategic Risk Assessment which identified Succession Planning as one of the top risks in the portfolio.</p> <p>The scope is to provide Management with a current state assessment/inventory of all positions, outside of the schools. Each position is critical, key, support or specialist.</p>	<p>November 2021: Meet with HR to discuss timing, objective and scope of work.</p> <p>January 2022: Provided terms of reference to HR.</p> <p>Feb/Mar 2022: Received documentation and have begun engagement.</p>	Not Initiated	<p>School Generated Funds Fraud Flags Identification</p> <p>This engagement focuses on fraud indicators and red flags applied to a selection of schools across the school board, using Data Analytics as well as interviews and documentation review.</p> <p>This engagement is part of OASBO IA 2021-2022 work plan.</p>	TBD	In Progress	<p>Follow-up Procedures</p> <p>RIAT continues to follow-up on the remaining recommendations, as they come due.</p>	Ongoing	As Needed	<p>Management Request Engagement</p> <p>To cover any important items that may be required to during the school year.</p>	If requested
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Recommendation	THAT the Upper Canada District School Board Audit Committee receives for information the 2021-22 Regional Internal Audit Update.																

**Audit Committee
OPEN SESSION**

April 12, 2022 – 6:00 pm

Item A6	Move into CLOSED SESSION
Recommendation	THAT the Upper Canada District School Board Audit Committee moves into CLOSED SESSION ~ April 12, 2022

**Audit Committee
OPEN SESSION**

April 12, 2022 – 6:00 pm

Item A7	REPORT FROM CLOSED SESSION
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**Audit Committee
OPEN SESSION**

April 12, 2022 – 6:00 pm

Item A8	ADJOURNMENT
Recommendation	THAT the Upper Canada District School Board Audit Committee adjourn ~ April 12, 2022