

Audit Committee
AGENDA

November 6, 2023 – 6:00 pm

Meeting Location: Via Microsoft Teams

School Board Members: David McDonald, Patricia Francis, Curtis Jordan, John McAllister

External Members: Michael Kavcic, Lisa Taylor

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), Jessica Devlin-Manager of Accounting Services, Annik Blanchard-External Audit Partner (BDO Canada)

Regrets:

AGENDA ITEM		NOTES
A1	Call to Order	
A2	Approval of Agenda November 12, 2023 – Meeting No. 61	
A3	Conflict of Interest Declaration(s)	
A4	Approval of Minutes – OPEN SESSION September 12, 2023 – Meeting No. 60	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 13, 2024	

David McDonald
Chair, Audit Committee

Ron Ferguson
Director of Education

UPCOMING AGENDA & ACTION ITEMS		TIMELINE
1.	2024-25 Meeting Dates	June 2024
2.	2023-24 External Audit Plan – Executive Summary	June 2024
3.	Election of Chair	September 2024
4.	Proposed Ministry Report to Board	November 2024

**Audit Committee
Minutes of September 12, 2023
OPEN SESSION
Meeting No. 60**

The meeting was held via Microsoft Teams.

School Board Members: David McDonald, John McAllister

External Members: Michael Kavcic, Lisa Taylor

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), Chad Brownlee-Superintendent of Schools & Human Resources, Dennis Koluk-Health & Safety Specialist

Regrets: Patricia Francis-Trustee

A1	Meeting was called to order by D. McDonald at 6:00 p.m.
A2	<u>Approval of Agenda</u> Moved by M. Kavcic, seconded by J. McAllister, that the agenda for the September 12, 2023, Meeting No. 60 be approved. <p align="right">Carried.</p>
	<u>Election of Chair</u> <ul style="list-style-type: none"> J. Hobbs presided over the election. D. McDonald was nominated by J. McAllister. D. McDonald accepted the nomination. With no further nominations received, D. McDonald was acclaimed Chair of the Audit Committee for 2023-24.
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 L. Taylor, seconded by M. Kavcic, that the minutes for the June 13, 2023, Meeting No. 59 be approved. <p align="right">Carried.</p>
A5	<u>Regional Internal Audit Team (RIAT) Update</u> G. Segu took the committee through the annual report on internal audit activities in 2022-23, as provided in the agenda package. It was noted that there is no change to the Charter signed in September 2021. Moved by L. Taylor, seconded M. Kavcic, that the Upper Canada District School Board Audit Committee receives for information the September 12, 2023, Regional Internal Audit Team update. <p align="right">Carried.</p>
A6	<u>Move into CLOSED Session</u> Moved by J. McAllister, seconded by M. Kavcic, that the Upper Canada District School Board Audit Committee move into Closed Session ~ September 12, 2023. <p align="right">Carried.</p>
A7	<u>Rise and Report</u> The Upper Canada District School Board received reports and discussed the following: <ul style="list-style-type: none"> Policy Related Matters – Monitoring Compliance Plans and Status Reports Regional Internal Audit Update 2022-23 Audit Committee Self-Assessment 2022-23 Evaluation of Regional Internal Audit Team

**Audit Committee
Minutes of September 12, 2023
OPEN SESSION
Meeting No. 60**

A8	<p>❖ Adjournment</p> <p>❖ Next Meeting – Monday, November 6, 2023</p> <p>Moved by M. Kavcic, seconded by L. Taylor, that the Upper Canada District School Board Audit Committee adjourn at 7:52pm.</p> <p style="text-align: right;">Carried.</p>
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**David McDonald
Chair, Audit Committee**

**Ron Ferguson
Director of Education**

DRAFT

**Audit Committee
OPEN SESSION**

November 6, 2023 – 6:00 pm

Item A5	Move into CLOSED SESSION
Recommendation	THAT the Upper Canada District School Board Audit Committee moves into CLOSED SESSION ~ November 6, 2023

**Audit Committee
OPEN SESSION**

November 6, 2023 – 6:00 pm

Item A6	REPORT FROM CLOSED SESSION
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**Audit Committee
OPEN SESSION
Report**

November 6, 2023 – 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 requirement for the Board of Trustees to review a report for submission to the Ministry of Education no later than November 15, 2023. • For the 2022-23 fiscal year report, the Ministry of Education requires an online form to be completed. • The draft report, developed from the online form, is attached.
Appendices	2022-23 Audit Committee Annual Report to the Ministry of Education (draft)
Recommendation	<p>THAT the UCDSB Audit Committee recommends that the UCDSB Board of Trustees approve the Proposed Ministry Report to Board at its November 8, 2023 meeting and its subsequent submission to the Ministry of Education.</p>

**ANNUAL REPORT TO THE BOARD OF TRUSTEES AND FORWARDED
TO THE MINISTRY OF EDUCATION
FOR THE YEAR ENDED AUGUST 31, 2023**

DISTRICT SCHOOL BOARD NAME:

SCHOOL YEAR:

RE: Annual audit committee report to the Ministry of Education as per Ontario Regulation 361/10

INSTRUCTIONS

There are two sections to this template. Please fill out either #1 (a) or 1 (b) as applicable, and #2 below.

1.(a) The regional internal audit team did not undertake any internal audits or other engagements during the 2022-23 school year. However, the team undertook the following activities:

OR

1.(b) During the 2022-23 school year, the following internal audits or other engagements were expected to be performed as indicated in the annual or multi-year plan with the audit/engagement status as per August 31, 2023:

AUDIT DESCRIPTION	STATUS	PROCESSES AUDITED	PROCESSES AUDITED	PROCESSES AUDITED
Critical Positions Engagement	Complete	Current state assessment of all central positions.		
Follow-up of Audit Recommendations	Complete	Recommendations from 1 previous audit.	April 2016 - Data Management and Back-up	
School Generated Funds Fraud Flags Identification	Final Report drafted but not presented in 2022-23	Fraud indicators and red flags identification.		
Workforce Planning Engagement	Not started	Succession planning for critical positions.		

AND

2. Based on the internal audit plan, we are expecting enrolment audits to be performed in the 2023-24 school year:

If 'YES', please indicate the schools planned for enrolment audit (if known):

SCHOOL NAME

Audit Committee Chair

Signature Title Date

**Audit Committee
OPEN SESSION**

November 6, 2023 – 6:00 pm

Item A8	ADJOURNMENT
Recommendation	THAT the Upper Canada District School Board Audit Committee adjourn ~ November 6, 2023