

Audit Committee

AGENDA

April 10, 2018 – 6:30 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
- External Members:** Sheldon Black, Nigel White
- Administration:** Stephen Sliwa-Director of Education, Robert Backstrom-Superintendent of Business, Carole McKewen-Comptroller of Finance, Lianne Webster-Recording Secretary
- Guests:** Line Robitaille-Regional Internal Audit Manager, Jeremy Hobbs-Superintendent of HR and Operational Services, Jim Guerin-Manager of Information Technology Services
- Regrets:** None

AGENDA ITEM		NOTES
A1	Call to Order	
A2	Approval of Agenda April 10, 2018 – Meeting No. 33	
A3	Conflict of Interest Declaration(s)	
A4	Approval of Minutes – OPEN SESSION February 13, 2018 – Meeting No. 32	OPEN SESSION Minutes Attached
A5	Move into CLOSED SESSION	
A6	Report from CLOSED SESSION	
A7	❖ Adjournment Next Meeting: June 12, 2018	

David McDonald
Chair, Audit Committee

Robert Backstrom
Superintendent of Business/Treasurer

UPCOMING AGENDA & ACTION ITEMS		TIMELINE
1.	2018-19 Meeting Dates	June 2018
2.	2017-18 External Audit Plan – Executive Summary	June 2018
3.	Election of Chair	September 2018
4.	Proposed Ministry Report to Board	November 2018

Audit Committee
Minutes of February 13, 2018
OPEN SESSION
Meeting No. 32

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

- School Board Members:** John McAllister, David McDonald
- External Members:** Sheldon Black, Nigel White
- Administration:** Stephen Sliwa-Director of Education, Robert Backstrom-Superintendent of Business, Carole McKewen-Comptroller of Finance, Lianne Webster-Recording Secretary
- Guests:** Line Robitaille-Regional Internal Audit Manager, Valerie Allen-Superintendent of Schools, Jodie Barrett-Superintendent of Schools, Ron Ferguson-Superintendent of Schools, Jeremy Hobbs-Superintendent of HR and Operational Services, Wendy Lampkie-Manager of HR Specialist Services
- Regrets:** Jeremy Armer, Jennifer Scott-Executive Assistant to Jeremy Hobbs

A1	The meeting was called to order by David McDonald, Chair, at 6:40 p.m.
A2	<u>Membership</u> David McDonald, Chair, welcomed everyone, introducing new members to the Committee; Superintendent of Business & Treasurer Robert Backstrom and external member Nigel White.
A3	<u>Approval of Agenda</u> Moved by J. McAllister, seconded by S.Black, that the agenda for the February 13, 2018, Meeting No. 32 be approved. <p style="text-align: right;">Carried.</p>
A4	<u>Conflict of Interest Declaration(s)</u> No conflict of interest declarations were received.
A5	<u>Approval of Minutes – OPEN SESSION</u> Moved by S.Black, seconded by J.McAllister, that the minutes for November 6, 2017 Meeting No. 31 be approved. <p style="text-align: right;">Carried.</p>
A6	<u>Move into CLOSED Session</u> Moved by N.White, seconded by J.McAllister, that the Upper Canada District School Board Audit Committee move into Closed Session ~ February 13, 2018. <p style="text-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 – Compliance Status Reports • External Auditor Engagement Extension
A8	<u>Regional Internal Audit</u> <ul style="list-style-type: none"> • Regional Internal Audit Activities Update <ul style="list-style-type: none"> ▪ L.Robitaille provided a brief overview of the Regional Internal Audit Team ▪ Budgets and Management Reporting Audit <ul style="list-style-type: none"> ○ Field work completed; draft report will be prepared and provided to administration ▪ Risk assessment will be undertaken in the 2018-19 school year ▪ Follow-up Audits will be completed in Spring of 2018 ▪ Office of the Auditor General Report released in November 2017 <ul style="list-style-type: none"> ○ Report provides an opportunity for regional internal audit to share practices across the province

**Audit Committee
Minutes of February 13, 2018
OPEN SESSION
Meeting No. 32**

	<ul style="list-style-type: none"> ○ A review of the Regional Internal Audit Function will be completed by Deloitte ○ Leading Repository Project has been placed on hold; looking at a better platform for sharing practices <p>Moved by N.White, seconded by J.McAllister, that the Upper Canada District School Board Audit Committee accepts the verbal update of the Regional Internal Audit Manager.</p> <p align="right">Carried.</p>
A9	<ul style="list-style-type: none"> ❖ Adjournment ❖ Next Meeting – April 10, 2018 <p>Moved by S.Black, seconded by J.McAllister, that the Upper Canada District School Board Audit Committee adjourn at 8:31 pm.</p> <p align="right">Carried.</p>

**David McDonald
Chair, Audit Committee**

**Stephen Sliwa
Director of Education**

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**Audit Committee
OPEN SESSION**

April 10, 2018 – 6:30 pm

Item A5	Move into CLOSED SESSION
Recommendation	THAT the Upper Canada District School Board Audit Committee moves into CLOSED SESSION ~ April 10, 2018

**Audit Committee
OPEN SESSION**

April 10, 2018 – 6:30 pm

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

April 10, 2018 – 6:30 pm

Item A7	ADJOURNMENT
Recommendation	THAT the Upper Canada District School Board Audit Committee adjourn ~ April 10, 2018