



Audit Committee Meeting

MINUTES

August 28, 2017 - 4:00 PM

Catholic Education Centre, Hanover, ON

Attendees:	External Members:	Donald Butland, Cathy Colton
	BDO Representatives:	Dennis Kraemer,
	Trustees:	Bev Eckensweiler
	Director of Education:	Jamie McKinnon
	Superintendent of Business:	Alecia Lantz
	Supervisor of Financial Services:	Jaime Carter
	Recording Secretary:	Cathy Kelly
Regrets:	Internal Auditors:	Mark Connor, Jeff Henderson
	Trustee:	Lori DiCastrì

A. CALL TO ORDER – Opening Prayer and Honouring of the land and Territory was led by Alecia Lantz

1. Election the Chair of the Committee

- Bev nominated Cathy C to be Chair of the Audit Committee.
- Cathy accepted the position.

Motion # 2017-18 -103 Moved by: Bev Eckensweiler **Seconded by:** Don Butland

That the Nomination of Cathy Colton as Chair of the Audit Committee be accepted.

Carried

2. Election of Vice Chair of the Committee

- Cathy C. nominated Bev Eckensweiler to be Vice Chair of the Audit Committee.
- Bev accepted the position.

Motion # 2017-18 -104 Moved by: Cathy Colton **Seconded by:** Don Butland

That the Nomination of Bev Eckensweiler as Vice Chair of the Audit Committee be accepted.

Carried

B. CONSIDERATION OF THE AGENDA - Additions

- Deletions

- Approvals

Motion # 2017-18 -105 Moved by: Don Butland **Seconded by:** Bev Eckensweiler

That the Agenda of the Audit Committee of the Audit Committee Meeting held on June 12, 2017 be approved as printed.

Carried

C. DECLARATION OF CONFLICT OF INTEREST - *None were declared*

- Alecia will bring Declaration of Conflict forms to the next meeting

D. APPROVAL OF MINUTES

Motion # 2017-18 -106 Moved by: Bev Eckensweiler **Seconded by:** Don Butland

That the Minutes of the Audit Committee Meeting held on June 12, 2017 to be approved as printed.

Carried

E. Part One - COMMITTEE BUSINESS – Alecia Lantz

1. Work Plan for 2017-2018 – remove the word proposed

Motion # 2017-18 -107 Moved by: Don Butland **Seconded by:** Bev Eckensweiler

That the Work Plan for 2017-2018 be approved.

Carried

2. Evaluation of Regional Internal Audit – Audit Committee –

- The compiled survey data will be sent to each member

3. Audit Committee Training – (follow link below)

<http://modules.ontarioschooltrustees.org/en/internal-audit-and-the-role-of-audit-committees.html>

- The Audit Committee Training link will be added to each agenda for quick reference

4. Review and Discussion of the Charter –no amendment change to 2017-18

- Packages to given to Don and Cathy C

Motion # 2017-18 – 108 Moved by: Don Butland **Seconded by:** Bev Eckensweiler

That the Charter was reviewed and discussed - approved with no changes.

Carried

F. Part Two– INTERNAL AUDIT – no update

- Evaluation of Regional Internal Audit – completed by Audit Committee

G. Part Three – EXTERNAL AUDIT – BDO Dunwoody

1. Presentation and discussion of pre-audit items and audit plans by External Auditors – BDO Dunwoody

- Dennis provided an overview of the Planning Report to the Audit Committee
- Field work will commence October 16, 2017 and the fiscal report to the Audit Committee will be presented on Nov. 6, 2017.

2. Discussion of potential accounting issues for the current fiscal year – BDO Dunwoody

- nothing to report

H. Part Four – INTERIM FINANCIAL REPORTING – Alecia Lantz / Jaime Carter

1. Review and Discussion of a Financial Update

- Jaime presented the Consolidated Statement of Operations year to date
- Alecia present the Let's Shine Business Services Strategic Plan
- Budget was approved June 19, 2017
- School Cash online go live Sept. 1, 2017


I. MEETING ADJOURNED

a. Next meeting: Monday November 6, 2017 @4:00pm

J. ADJOURNMENT

Motion # 2017-18 -109 Moved by: Bev Eckensweiler **Seconded by:** Don Butland

That the Meeting be adjourned at 5: 10 pm.



Cathy Colton, Chairperson