



# Audit Committee Meeting

## MINUTES

Mon. Aug. 27, 2018 4:00 pm  
Catholic Education Centre, Hanover, ON

**Attendees:**

External Members:	Donald Butland (Chairperson), Cathy Colton
Trustees:	Bev Eckensweiler
BDO Representatives:	Stephanie Armstrong
Director of Education:	Jamie McKinnon
Superintendent of Business:	Alecia Lantz
Supervisor of Financial Services:	Jaime Carter
Recording Secretary:	Cathy Kelly

**Regrets:**

Trustee:	Lori DiCatri
Internal Audit:	Jeff Henderson

**A. CALL TO ORDER** – Opening Prayer was led by Alecia

1. Election the Chair of the Committee
  - Cathy Colton nominated Don Butland to be Chair of the Audit Committee.
  - Don accepted the position.

**Motion # 2018-19 -001 Moved by:** Bev Eckensweiler **Seconded by** Cathy Colton  
That the Nomination of Don Butland as Chair of the Audit Committee be accepted.

**Carried**

2. Election of Vice Chair of the Committee
  - to be determined at the next meeting

**B. CONSIDERATION OF THE AGENDA** - Additions  
- Deletions  
- Approvals

**Motion # 2018-19 -003 Moved by:** Bev Eckensweiler **Seconded by:** Cathy Colton  
That the Agenda of the Audit Committee Meeting of Aug. 27, 2018 be approved as printed.

**Carried**

**C. DECLARATION OF CONFLICT OF INTEREST –**

1. Completion of Conflict of Interest Disclosure Form were completed by Cathy Colton, Don Butland and Bev Eckensweiler.

**D. APPROVAL OF MINUTES**

**Motion # 2018-19 -004 Moved by:** Bev Eckensweiler **Seconded by:** Cathy Colton  
That the Minutes of the Audit Committee Meeting held on May 16, 2018 be approved as printed.

**Carried**

**E. Part One - COMMITTEE BUSINESS – Alecia Lantz**

1. Internal Audit Update – Alecia Lantz - Upcoming Audits
  - Maplewood – Cradle to Grave – October 2018
  - Annual Enrolment Audit – Spring 2019

- Annual School Cash Audit - Spring 2019
- Adult Education Audit (TBD)
- Auditor General – IT Survey (92 Questions)

**2. Review and Discussion of the Charter**

**Motion # 2018-19 -005 Moved by:** Don Butland **Seconded by:** Cathy Colton

That the Charter was reviewed and discussed - approved with changes.

**Carried**

**3. Work Plan for 2018-2019 (Attached & Motion Required)**

**Motion # 2018-19 -006 Moved by:** Bev Eckensweiler **Seconded by:** Cathy Colton

That the Work Plan for 2018-2019 be approved.

**Carried**

**4. Evaluation of Regional Internal Audit – Audit Committee – Survey to be completed by each member**

<https://www.surveymonkey.com/r/S3ZQH8S>

**F. Part Two – INTERNAL AUDIT – Alecia Lantz**

1. Discuss any knowledge of instances of fraud or any legal matters – Alecia Lantz  
- Nothing to report

**G. Part Three – EXTERNAL AUDIT – BDO Dunwoody – Stephanie Armstrong**

1. Presentation and discussion of pre-audit items and audit plans by External Auditors
2. Discussion of potential accounting issues for the current fiscal year

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

1. Review and Discussion of a Financial Update

**I. MEETING ADJOURNED**

- a. Next meeting Monday, November 5, 2018 at 4:00 pm

**Motion # 2018-19 - 007 Moved by:** Bev Eckensweiler **Seconded by:** Cathy Colton

That the Meeting be adjourned at 5:14 pm.

**Carried**

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Don Butland, Chairperson