



# Audit Committee Meeting

## MINUTES

November 20, 2017 - 3:30 PM  
Catholic Education Centre, Hanover, ON

**Attendees:**

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

**Called in:**

Trustees:	Bev Eckensweiler (Vice-Chairperson)
Internal Audit:	Jeff Henderson
Trustee:	Lori DiCastrì

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

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

**Motion # 2017-18 -110** **Moved by:** Donald Butland **Seconded by:** Bev Eckensweiler  
That the Agenda of the Audit Committee Meeting of November 20, 2017 be approved as printed. **Carried**

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

**D. APPROVAL OF MINUTES**

**Motion # 2017-18 -111** **Moved by:** Bev Eckensweiler **Seconded by:** Donald Butland  
That the Minutes of the Audit Committee Meeting for August 28, 2017 to be approved as printed. **Carried**

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

1. 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

**F. Part Two– INTERNAL AUDIT** - Jeff Henderson

1. Jeff reviewed the Proposed Internal Audit for 2017-2018
2. Discuss any knowledge of instances of fraud or any legal matters – Alecia Lantz  
- Nothing to report

**Motion # 2017-18 -112** **Moved by:** Bev Eckensweiler **Seconded by:** Donald Butland  
That the Audit Committee recommended Board approval of the Audited Financial Statements for the fiscal year ended August 31, 2017 as presented by BDO Dunwoody. **Carried**

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

1. Draft Year End Financial Statements were presented
  - Dennis Kraemer referred to the key areas of the financial statements and provided answers/clarification to questions.

**Motion # 2017-18 -113 Moved by: Don Butland Seconded by: Bev Eckensweiler**

That the Audit Committee recommended Board approval of the Year End Financial Statements for the fiscal year ended August 31, 2017 as presented by BDO. **Carried**

**H. Part Four – INTERIM FINANCIAL REPORTING – Alecia Lantz**

1. Financial Services Update
  - Business Services organizational changes
  - Outline of Year End ONSIS reporting process
  - Policies and Procedures update
  - Revised Estimates – review of process and meeting outlines
  - Review of Primary Class Size for 2017-18
  - Capital Plan overview for 2017-18
  - SHINE portal – launch of the board wide Intranet “Super Helpful Internal Networking Environment” One stop shop for information – New, Forms, Memos and important links.
  - Look Ahead – IT Strat Plan, IT procedure and policies, NAV upgrade, Phase 2 of School Cash online

**I. MEETING ADJOURNED**

- a. Next meeting: Monday May 7, 2018 @ 4:00 pm

**J. ADJOURNMENT**

**Motion # 2017-18 -114 Moved by: Bev Eckensweiler Seconded by: Don Butland**

That the Meeting be adjourned at 5:15 pm. **Carried**

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Cathy Colton, Chairperson