



BUS-2020-0015

Business Services

Memo

To: Bruce-Grey Catholic District School Board Audit Committee

From: Alecia Lantz, Superintendent of Business

Date: 11/04/2019

Re: Annual Audit Committee Report: Year Ended August 31, 2019

Current

This report summarizes the audit committee's actions for the year ending August 31, 2019.

Audit Committee Members

The audit committee consisted of members listed below:

- ✚ Bev Eckensweiler – (trustee member)
- ✚ Lori DiCastrì – (trustee member)
- ✚ Linda Strader – (trustee member)
- ✚ Cathy Colton – (external member)
- ✚ Donald Butland – Chair (external member)

In addition, regular attendees at the committee meetings were:

- ✚ Mark Connors – Regional Internal Audit Manager
- ✚ Jeff Henderson – Senior Regional Internal Auditor

Assessment

Members of the Committee agreed that three meetings would be held throughout the year. A fourth meeting would be scheduled, if deemed necessary.

The following table provides a summary of committee member meeting attendance:

Members' Name	27-Aug -2018	12-Nov-2018	13-May-2019
Donald Butland	X	X	X
Beverly Eckensweiler	X	X	X
Lori DiCastrì			
Linda Strader			X
Cathy Colton	X	X	X

Governance

The Audit Committee operated throughout the fiscal year ending August 31, 2019. All of the members were independent in accordance with provision 3. (1) and 3. (2) of the regulation.

External/Internal Audit

Relationships with both internal and external auditors are favourable.

External Auditors – Summary

The external auditors, BDO Canada LLP, Chartered Accountants, were provided agenda and minutes of all Audit Committee meetings. At the November 12, 2018 meeting, Dennis Kraemer presented findings and answered questions related to their audit for the year-ended August 31, 2018 and presented the Management Letter, identifying their 2017-18 audit observations.

Internal Auditors – Summary

Representatives from Internal Audit were provided agenda and minutes of all Audit Committee meetings. The internal auditors presented an update on region-wide progress as well as the progress to-date on the annual audit plan and, when applicable, audit reports.

During the 2018-19 year, the internal auditors performed the following work on behalf of the Audit Committee and the Board:

- ✠ Enrolment and School Cash Audits – St. Joseph's Catholic School; St. Anthony's Catholic School, Sacred Heart Mildmay Catholic School, Mary Immaculate Catholic School

Summary of Work Performed

The following is a summary of work undertaken by the Audit Committee for the fiscal year 2018-19:

- approved the Annual Internal Audit Plan of the internal auditors for Year End 2017-2018
- approved the planning report of the external auditors
- received and reviewed reports from Management, Internal Audit and External Audit
- approved the Annual Audit Committee report to the Board for the year ending August 31, 2018 and the Annual Report to the Ministry of Education
- recommended the approval of the External Auditors Report and 2017-2018 Financial Statements to the Board of Trustees

By the signature noted below, we attest that we have discharged our duties and responsibilities respecting Ontario Regulation # 361/10.

On behalf of the Audit Committee

Signature: _____

Print Name: _____


DONALD G. BUTLAND

RECOMMENDATION

That the Audit Committee recommend to the Board that the Annual Audit Committee Report: Year Ending August 31, 2019 be approved as outlined in this report dated November 04, 2019.