



Audit Committee Meeting

MINUTES

May 16, 2018 - 8:30 am
Catholic Education Centre, Hanover, ON

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

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

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

Motion # 2017-18 -115 **Moved by:** Bev Eckensweiler **Seconded by:** Donald Butland
That the Agenda of the Audit Committee Meeting of May 16, 2018 be approved as printed. **Carried**

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

D. APPROVAL OF MINUTES

Motion # 2017-18 -116 **Moved by:** Donald Butland **Seconded by:** Bev Eckensweiler
That the Minutes of the Audit Committee Meeting held on November 20, 2017 be approved as printed. **Carried**

Motion # 2017-18 -117 **Moved by:** Donald Butland **Seconded by:** Bev Eckensweiler
That the Audit Committee recommend to the Board that the Annual Audit Committee Report: Year Ending August 31, 2017 be approved as outlined in the report dated May 16, 2018. **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>

F. Part Two– INTERNAL AUDIT - Jeff Henderson

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

Motion # 2017-18 -118 **Moved by:** Bev Eckensweiler **Seconded by:** Donald Butland
That the Audit Committee approve the amended Internal Audit Plan 2017-2018 as outlined in the update. **Carried**

G. Part Three – EXTERNAL AUDIT – BDO Dunwoody

- Review of the March 31st, 2018 Specified Procedures Report – BDO Dunwoody
- Review of Year End management letter

H. Part Four – INTERIM FINANCIAL REPORTING – Alecia Lantz

1. Review and Discussion of the 7 Month Reporting
2. Financial Update

I. COMMITTEE / CEO SESSION

Alecia Lantz, Cathy Kelly and Jaime Carter left the meeting while Director Jamie McKinnon met with Committee.

J. MEETING ADJOURNED

- a. Next meeting: Monday, Aug. 27, 2018 4:00 pm

K. ADJOURNMENT

Motion # 2017-18 -119 Moved by: Don Butland Seconded by: Bev Eckensweiler
That the Meeting be adjourned at 9:50 am. **Carried**

Cathy Colton, Chairperson