



# Audit Committee Meeting

## MINUTES

Monday November 4, 2019 4:00 pm  
Catholic Education Centre, Hanover, ON

**Attendees:**

External Members:	Donald Butland (Chairperson), Cathy Colton
Trustees:	Linda Strader
BDO Representative:	Dennis Kraemer
Internal Auditors:	Jeff Henderson (via teleconference)

  

Director of Education:	Gary O'Donnell
Superintendent of Business:	Alecia Lantz
Supervisor of Financial Services:	Jaime Carter
Recording Secretary:	Doreen Schultz

**Regrets:** Bev Eckensweiler, Mark Connors

- A. **CALL TO ORDER** – Acknowledgement of the Land and Opening Prayer were led by Alecia
- B. **CONSIDERATION OF THE AGENDA**
- Additions
  - Deletions
  - Approvals

**Motion # 2019-20-009**

Moved by *Don Butland* and seconded by *Cathy Colton* that the Agenda of the Audit Committee Meeting of November 4, 2019 be approved as amended.

Carried

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

- None were declared

**D. APPROVAL OF MINUTES**

- September 23, 2019

**Motion # 2019-20-010**

Moved by *Don Butland* and seconded by *Cathy Colton* that the Minutes of the Audit Committee Meeting held on September 23, 2019 be approved as printed.

Carried

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

1. Audit Committee Self-Assessment 2019 Follow Up

Not available yet, will follow up at next meeting

2. Evaluation of Regional Internal Audit - Audit Committee Follow Up

Results were positive – 100% on all questions

3. Standing Items -

- a. Audit Committee Training - [School Board Trustees - Internal Audit Link](#)
- b. Audit Committee Charter - [Audit Committee Charter Link](#)
- c. 2019-2020 Work Plan - [Audit Committee Work Plan 2019-2020 Link](#)

**Motion # 2019-20-011**

Moved by *Cathy Colton* and seconded by *Don Butland* to accept the Committee reports as presented.

**Carried**

**F. Part Two – INTERNAL AUDIT – Jeff Henderson/Alecia Lantz**

1. [Internal Audit Update](#) – Jeff Henderson

Jeff presented the proposed Regional Internal Audit Plan for 2019/20

Progress	Ref	Audit	Year	Comments/Timeline
Not Initiated	BG-19-1	School Operations Audits	2019-2020	SGF, Enrolment and Security.
Not Initiated	BG-19-2	Information System Review	2019-2020	Consulting with Management implementation of the new student information system.
Not Initiated	BG-19-3	Vulnerability Screening Penetration Testing	2019-2020	Nessus Vulnerability screening.
Not Initiated	BG-19-4	Policy and Procedure Review	2019-2020	Consult on policy and procedure updates.
Not Initiated	BG-19-5	Management Requests	2019-2020	Requests throughout the year.

BG19-2 – The New SIS will be Aspen, with an implementation date of September 2020

BG19-3 – There were a number of questions regarding our current level of security, training, etc. which were addressed by Alecia.

BG19-4 – Will examine our policy/procedure from a risk management perspective.

**Motion # 2019-20-012**

Moved by *Cathy Colton* and seconded by *Don Butland*, that the Audit Committee approve the Proposed Internal Audit Plan 2019/2020 as outlined.

**Carried**

2. Discuss any knowledge of instances of fraud or any legal matters – Alecia Lantz  
None to discuss.

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

1. 2018-2019 Year End Financial Statements– BDO Dunwoody

Dennis Kraemer from BDO Dunwoody presented the 2018/19 Year End Financial Statements, including:

- Management Letter
- Audit Final Report to the Audit Committee
- Consolidated Financial Statements for the year ended August 31, 2019

**Motion # 2019-20-013**

Moved by *Don Butland* and seconded by *Cathy Colton* that the Audit Committee recommend the Board approve the Audited Financial Statements for the year ended Aug 31, 2019, including changes in accumulated surplus, as presented. **Carried**

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

1. Financial Update

- summary of enrolment

**Bruce- Grey Catholic District School Board**

**Summary of Enrolment**

**2018-2019 Actual Enrolment Analysis**

Average Daily Enrolment	2018-19 EST	2018-19 REST	2018-19 Actual	2018-19 Actual vs. 2018-19 EST		2018-19 Actual vs. 2018-19 REST	
				#	%	#	%
<b>Elementary Enrolment</b>							
Junior Kindergarten	331.00	342.00	342.50	11.50	3.47%	0.50	0.15%
Senior Kindergarten	279.00	298.50	298.50	19.50	6.99%	0.00	0.00%
Grade 1-3	892.00	873.50	874.50	-17.50	-1.96%	1.00	0.11%
Grade 4-8	1,419.00	1,422.50	1,426.00	7.00	0.49%	3.50	0.25%
Other Pupils	20.00	22.00	19.50	-0.50	-2.50%	-2.50	-11.36%
<b>Total Enrolment</b>	<b>2,941.00</b>	<b>2,958.50</b>	<b>2,961.00</b>	<b>20.00</b>	<b>0.68%</b>	<b>2.50</b>	<b>0.08%</b>
<b>Secondary Enrolment</b>							
Grade 9-12	1,556.75	1,558.13	1,543.08	-13.67	-0.88%	-15.05	-0.97%
Other Pupils	28.00	24.00	24.50	-3.50	-12.50%	0.50	2.08%
High Credit	20.88	0.00	18.05	-2.83	-13.55%	18.05	0.00%
<b>Total Secondary</b>	<b>1,605.63</b>	<b>1,582.13</b>	<b>1,585.63</b>	<b>-20.00</b>	<b>-1.25%</b>	<b>3.50</b>	<b>0.22%</b>
<b>Total Enrolment</b>	<b>4,546.63</b>	<b>4,540.63</b>	<b>4,546.63</b>	<b>0.00</b>	<b>0.00%</b>	<b>6.00</b>	<b>0.13%</b>

- Next steps:
  - 2019-2020 Revised Estimates
  - 5-Year Enrolment Forecast
  - Finalize the results of the Gallagher work - Pay Equity / Salary Structure Review
  - Watson 15 year Enrolment Forecast and recommendations

2. 2018-2019 Year End Audit Committee Report  
(to be submitted to the Ministry of Education after board approval)  
Summarizes audit committee actions for year ended august 31, 2019.

**Motion # 2019-20-014**

Moved by *Don Butland* and seconded by *Cathy Colton* 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 4, 2019.

**Carried**

**Motion # 2019-20-015**

Moved by *Don Butland* and seconded by *Cathy Colton* to accept the Interim Financial report as presented.

**Carried**

**I. Part Five – move to in Camera session**

Alecia, Jaime and Doreen left the room

**Motion # 2019-20-016**

Moved by: *Cathy Colton* and seconded by *Don Butland* that the Audit Committee move In-camera at 5:27 p.m.

**Carried**

**Motion # 2019-20-017**

Moved by: *Don Butland* and seconded by *Cathy Colton* that the Audit Committee move out of In-camera at 5:36 p.m.

**Carried**

**J. MEETING ADJOURNED**

Next meeting Monday, May 11, 2020 at 4:00 pm.

**Motion # 2019-20-018**

Moved by: *Cathy Colton* and seconded by *Don Butland* that the meeting be adjourned.

**Carried**

  
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Linda Strader, Audit Committee Chairperson