



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES
AUDIT COMMITTEE MEETING

Public Session

Thursday September 27, 2018

St. Clair Room, CEC

420 Creek St. Wallaceburg

Regular Committee Meeting – 3:00 p.m.

Audit Committee Members:	Carol Bryden Linda Ward	
Community Members	Gord Quinton Marlene Kerwin	
Administration and Others	Deb Crawford Amy Janssens Catherine Day Joanne Cincurak	Bruce Lowe Christopher O'Connor Tony Montanino

Regrets: Linda Ward

A. CALL TO ORDER – Carol Bryden

Motion: O-028-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Regular Committee Meeting of Thursday, September 27, 2018. Carried.

1. Opening Prayer
2. Recording of Attendance – Regrets – Linda Ward
3. Confirmation of Agenda

Motion: O-029-2018: (Marlene Kerwin and Gord Quinton) That the Agenda for the Regular Committee Meeting of Thursday, September 27, 2018 be approved as presented. Carried.

4. Declaration of Conflict of Interest - None

Encl. 5. Confirmation of Minutes

Motion: O-030-2018: (Gord Quinton and Marlene Kerwin) That the Minutes for the Regular Committee Meeting of Wednesday, June 20, 2018 be approved as presented. Carried.

Encl. 6. Review Ontario 361/10 and Election of Chair

In accordance with the Ontario Regulation 361/10, s. 6 (1), Amy Janssens, Associate Director Corporate Services & Treasurer, opened the floor for nominations for the position of Chair of the Audit Committee for the 2018-2019 school year. Gord Quinton nominated and Marlene Kerwin seconded the nomination of Carol Bryden. Carol accepted the position of Chair of the Audit Committee for the 2018-19 school year.

7. Appointment of Secretary for Private Meetings

Carol Bryden nominated Linda Ward as Secretary for Private Sessions for 2018-19 Audit Committee.

8. Review Committee Membership and Regulation

Amy Janssens, Executive Superintendent & Treasurer, reviewed the membership and Regulation 361/10.

Encl. 9. Regular and Closed Session Agenda Items – Amy Janssens

Amy Janssens presented the 2018-19 audit committee agenda topics which are aligned to the audit committee's responsibilities outlined under Regulation 361/10. Amy reviewed the chart of agenda topics with the committee.

Motion: O-031-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board approve: Regular and Closed Session Agenda Items, for 2018-19. Carried.

B. CLOSED SESSION

10. Resolve to Move into Closed Session at 3:17 p.m.

Motion: O-032-2018: (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board move into the Closed Committee Meeting of Thursday, September 27, 2018. Carried.

17. Return to Regular Session at 4:12 p.m.

Motion: O-036-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board return to the Regular Committee Meeting of Thursday, September 27, 2018. Carried.

C. EDUCATION SESSION –

D. REGULAR SESSION

18. New Business (Regular Session)

Internal Audit

a. Asset Management Audit Executive Summary – Amy Janssens

Amy confirmed the completion of the Asset Management Audit and the

report from PWC. Management will be implementing controls and processes to address the findings during the audit.

- Encl.
- b. Amended 2018-19 Internal Audit Plan – Amy Janssens
Amy confirmed that the 2018-19 Internal Audit Plan will exclude PWC follow up on previous audit findings and a new risk assessment will not be completed during 2018-19. All previous audit findings are being addressed by management internally. The risk assessment completed in 2017-18 will be used for 2018-19.

External Audit - None

Other

- c. 2017-18 Annual Audit Committee Report – Amy Janssens

Amy reviewed the 2017-18 Annual Audit Committee Reports for the year ended August 31, 2018. She summarized the member base, assessment, governance, internal and external auditors and summary of work performed.

She noted the annual reports will be presented to the Board of Trustees and then will be subsequently forwarded to the Ministry of Education

19. Other (Regular Session) – None
20. Information Items (Regular Session) – None
- a. Policy and Procedures for Fraud Management – Amy Janssens

Amy stated that this will be on the agenda as a standing item until the Audit Committee confirms this item has been addressed.

E. FUTURE MEETING DATES

21. Future Committee Meeting Dates:
- Tuesday November 13, 2018, CEC Wallaceburg
 - Tuesday January 29, 2019, CEC Wallaceburg
 - Tuesday April 23, 2019, CEC Wallaceburg
 - Tuesday June 18, 2019, CEC Wallaceburg

F. ADJOURNMENT

22. Adjournment
- Motion: O-037-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board meeting of Thursday, September 27, 2018 adjourn at 425 p.m. Carried.**
23. Closing Prayer