



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES
AUDIT COMMITTEE MEETING

Public Session

Tuesday November 12, 2019

St. Clair Room, CEC

420 Creek St. Wallaceburg

Regular Committee Meeting – 2:30 p.m.

Audit Committee Members: Carol Bryden
Linda Ward

Community Members Gord Quinton
Marlene Kerwin

Administration and Others Deb Crawford Ferruccio Da Sacco
Amy Janssens
Catherine Day
Joanne Cincurak

Regrets: Linda Ward

A. CALL TO ORDER – C. Bryden called the meeting to order at 2:34pm.

Motion: O-028-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Regular Committee Meeting of Tuesday November 12, 2019. Carried

1. Opening Prayer
2. Recording of Attendance
Called In: Marlene Kerwin, Christopher O’Conner and Suk Bedi, PWC
Regrets: Linda Ward

3. Confirmation of Agenda

Motion: O-029-2019: (Marlene Kerwin and Gord Quinton) That the Agenda for the Regular Committee Meeting of Tuesday November 12, 2019 be approved as presented. Carried.

4. Declaration of Conflict of Interest - None

Encl. 5. Confirmation of Minutes

Motion: O-030-2019: (Gord Quinton and Marlene Kerwin) That the Minutes for the Regular Committee Meeting of Wednesday, September 25, 2019 be approved as presented. Carried.

B. CLOSED SESSION

6. Resolve to Move into Closed Session at 2:36 p.m.

Motion: O-031-2019: (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board move into the Closed Committee Meeting of Tuesday, November 12, 2019. Carried.

13. Return to Regular Session at 3:00 p.m.

Motion: O-034-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board return to the Regular Committee Meeting of Tuesday November 12, 2019. Carried.

C. EDUCATION SESSION

D. REGULAR SESSION

14. New Business (Regular Session)

Internal Audit

- a. Privacy Audit Executive Summary – Catherine Day

The results from the Privacy Audit were presented and the auditors answered questions from the committee.

External Audit

- Encl. a. 2018-19 Independent Auditor’s Report – Ferruccio Da Sacco, BDO

Ferruccio presented the 2018-19 Independent Auditor’s Report. He reviewed the audit findings, internal control matters and other required communications. He also reviewed the Independent Auditor’s Report letter with the committee.

- Encl. b. 2018-19 Audited Financial Statements – Catherine Day

Catherine presented the Audited Financial Statements for the year ended August 31, 2019. She reviewed the consolidated statement of financial position, operations, cash flows and change in net debt. She also reviewed the notes to the consolidated financial statements.

Catherine and Amy answered questions from committee members.

Motion: O-035-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board recommends to the Board of Trustees for the St. Clair Catholic District School Board the approval of the Audited Financial Statements for the year ended August 31, 2019. Carried.

Other –

15. Other (Regular Session) – None.
16. Information Items (Regular Session)

- a. Policy and Procedures for Fraud Management – Amy Janssens

Amy reviewed the committee’s past discussions on this topic. Investigation is complete on possible use of a third party to manage it. The committee agreed that at this time it will not recommend to the Board of Trustees a Board policy and procedure. The committee will revisit this item once per year starting at the April 2021 meeting.

E. FUTURE MEETING DATES

17. Future Committee Meeting Dates:
 - Wednesday January 29, 2020
 - Wednesday April 15, 2020
 - Wednesday June 24, 2020

F. ADJOURNMENT

18. Adjournment

Motion: O-036-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board meeting of Tuesday November 12, 2019 adjourn at 4:25 p.m. Carried.

19. Closing Prayer