

PEEL DISTRICT SCHOOL BOARD

Minutes of a meeting of the Audit Committee of the Peel District School Board, held in the Brampton Room, the H. J. A. Brown Education Centre, 5650 Hurontario Street, Mississauga, Ontario on Thursday, September 28, 2017, at 15:40 hours.

Members present:

Sue Lawton, Chair
Kim Ogryzek
Pradeep Sinha
Rick Williams

Member absent (apologies received):

Harkirat Singh

Also present:

Pina Colavecchia, Deloitte
David Johnston, Senior Manager, Regional Internal Audit Team
Steve Stewart, Deloitte

Administration:

Jaspal Gill, Associate Director, Operational Support Services (Executive Member)
Tania Alatishe-Charles, Controller, Finance Support Services (Executive Back-up Member)
Wendy Dowling, Associate Director, School Support Services
Adam Hughes, Chief Information Officer
Peter Joshua, Director of Education
Renée Lucas, Senior Internal Auditor
Alexis Odd, Manager, IT Transformation
Kushi Perera, Senior Financial Manager, Accounting
Tony Ronca, Internal Auditor
Randy Wright, Controller, Planning and Accommodation Support Services

Nicole Fernandes, Board Reporter

1. **Approval of Agenda**

AC-16, moved by Rick Williams, that the agenda be approved.

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2. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

3. Minutes of the Audit Committee Meeting, May 24, 2017

AC-17, moved by Kim Ogryzek, that the Minutes of the Audit Committee meeting, held May 24, 2017, be approved.

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4. Audit Committee Work Plan

Tania Alatishe-Charles, Controller, Finance Support Services, reviewed the Audit Committee Work Plan, noting that the Committee's review of internal controls and the work of the Regional Internal Auditors Team (RIAT) is ongoing. She stated that, at this meeting, internal auditors outlined their work during the year, and the external auditors will speak about their Audit Plan and the upcoming fiscal audit. Controller Alatishe-Charles highlighted the number of Committee meetings scheduled, Annual Report of the Audit Committee, and Audit Committee Report that will be taken to the Board for approval and submission to the Ministry.

AC-18, moved by Rick Williams, that the report re Audit Committee Work Plan, be received.

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5. 2017 Audit Service Plan

Pina Colavecchia and Steve Stewart from Deloitte, the Board's external auditors, reviewed the Audit Service Plan for the year ending August 31, 2017. Highlighting sections from the report, Steve Stewart explained the scope and terms of engagement, noting that the Board's consolidated financial statements, the Literacy and Basic Skills Program and the Ontario Youth Apprenticeship Program are covered by the audit. He described materiality level, and the audit risks and areas of focus. Steve Stewart explained the risk of fraud and, on a question by him, Audit Committee members indicated that they did not know of any area of fraud or potential risk. He advised that the fees for the 2017 audit and other related work are \$92,780, excluding applicable taxes. Pina Colavecchia outlined the audit risks and proposed audit responses in the areas of revenue recognition, management override of controls, school generated fund, accounts payable and accrued liabilities, employee future benefits, and payroll. Steve Stewart reviewed the timelines for the various audit procedures and meetings during the year, and he outlined the new Public Sector Accounting Board Standards that came into effect on April 1, 2017.

AC-19, moved by Pradeep Sinha, that the Audit Service Plan for the year ending August 31, 2017, be received.

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6. Regional Internal Audit Team (RIAT) – Audit Plan Status Update

David Johnston, Senior Manager, Regional Internal Audit Team, reviewed the status update report on the RIAT audit plan with regard to capital planning, Broader Public Sector (BPS) Procurement, and IT Strategic Roadmap. He noted that the regional internal audit of capital planning is complete and a report was presented to members. Information was also presented regarding the IT Strategic Roadmap, and follow-up on the status of action plans relating to the BPS Procurement audit. David Johnston explained that the 2017-2019 Multi-Year Audit Plan summary, included in the report, lists the RIAT engagements for the six GTA school boards.

AC-20, moved by Kim Ogryzek, that the status update report on the Regional Internal Audit Team (RIAT) – Audit Plan, be received.

7. Question Period

There were no questions.

8. Adoption of the In Committee Report

AC-21, moved by Rick Williams, that the report of the In Committee Session re: Minutes of the Audit Committee (In Committee) Meeting, May 24, 2017; Information Technology (IT) Strategic Roadmap (oral); Regional Internal Audit Team (RIAT) - Capital Planning Audit Report; Regional Internal Audit Team (RIAT) – Broader Public Sector Procurement Follow Up Audit; Internal Audit Services Summary for Brampton Centennial Secondary School, Calderstone Middle School, Credit View Public School, Esker Lake Public School, Gordon Graydon Memorial Secondary School, Hazel McCallion Senior Public School, James Potter Public School, Morton Way Public School, Mountain Ash Public School, Munden Park Public School, Osprey Woods Public School, Sandalwood Heights Secondary School, Sawmill Valley Public School, Treeline Public School, Camilla Road Senior Public School, Copeland Public School, Port Credit Secondary School, and Royal Orchard Middle School; School Audits: Summary of Common Audit Findings for Reporting Period September 2016 – August 2017, and Internal Audit Log, be received, and that the recommendations contained therein, be approved.

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9. Adjournment

AC-22, moved by Pradeep Sinha, that the meeting adjourn (16:05 hours).

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..... Chair Secretary