

York Catholic District School Board

MINUTES AUDIT COMMITTEE (Regular Session)

A regular session of the Audit Committee was held at 320 Bloomington Road West and virtually via Google Meets, on Tuesday, May 29, 2023, commencing at 4:35 p.m.

PRESENT:

Committee Members:	C. Cotton, M. Iafrate
Other Trustees:	M. Barbieri, A. Saggese
External Committee Member:	A. Rocha*, M. Petrilli*
Administration:	D. Scuglia, J. Sarna, C. McNeil, J. Tsai, G. Monaco, K. Scanlon, T. Steenhoek, M. Gray, S. Morrow, T. Laliberte, L. Paonessa
RIAT Team:	P. Hatt, Regional Internal Audit Senior Manager
Absent with Notice:	J. DiMeo
Recording:	K. Errett
Presiding:	C. Cotton, Committee Chair

[denotes attendance via teleconference]*

1. CALL TO ORDER, PRAYER AND LAND ACKNOWLEDGEMENT

C. McNeil, CFO and Treasurer of the Board, called the meeting to order, led the opening prayer, read the York Catholic District School Board Land Acknowledgement and provided roll call.

2. ELECTION OF CHAIR

Trustee Cotton was acclaimed Audit Committee Chair for 2023 on nomination by Trustee Iafrate.

3. ELECTION OF VICE-CHAIR

Trustee Iafrate was acclaimed Audit Committee Vice-Chair for 2023 on nomination by Trustee Cotton.

REGULAR MEETING: Presiding, Trustee Cotton, Committee Chair.

4. APPROVAL OF THE TERMS OF REFERENCE FOR 2023

The Committee Terms of Reference for 2023 were reviewed and approved with an amendment to Item 3.1 to delete reference to the Regional Internal Auditor, identified incorrectly as a Committee member.

Motion: Iafrate/Rocha

THAT the 2023 Audit Committee Terms of Reference be approved as amended.

– MOTION CARRIED –

5. APPROVAL OF NEW MATERIAL: Nil

6. APPROVAL OF THE AGENDA

Motion: Iafrate/Rocha

THAT the Agenda be approved as presented.

– MOTION CARRIED –

7. APPROVAL OF THE MINUTES:**Motion: Iafrate /Petrilli**

THAT the Minutes of the November 8, 2022 Audit Committee meeting be approved as presented.

– MOTION CARRIED –

8. DECLARATION OF CONFLICT OF INTEREST: Nil**9. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING: Nil****10. NEXT MEETING DATE: September, 2023****11. STAFF PRESENTATION ITEMS: Nil****12. ACTION ITEMS: Nil****13. INFORMATION ITEM(S):****a) Regional Internal Audit Team (RIAT) Update**

P. Hatt, Regional Internal Audit Senior Manager, reviewed the Regional Internal Audit Update to describe the engagements outstanding from 2020-21 to 2022-23 and to provide status updates, i.e. Workflow Assessment – Plant and Finance 2020-21, Cybersecurity 2020-21, Business Continuity Planning 2021-22, Special Education Financial and Operational Review 2022-23 and School Finance Data Analytics (School Generated Funds and General School Budgets (2022-23). Three follow-up engagements which have been completed i.e. School-Based Audits – Enrolment & School Finance, HR/Payroll and Construction Management are included on the current agenda for information. The Register of Findings and Recommendations will be recirculated to management during the summer to determine the status of the follow-up/action plans that remain active. The summary will be presented to at a future Audit Committee meeting.

The Regional Internal Audit Charter which defines the RIAT purpose, authority and responsibility as outlined in the Internal Auditing Standards was presented for review and approval. The Charter was approved and will be signed by the Audit Committee Chair, Director of Education and Senior Manager, Regional Internal Audit. The Charter will also be shared annually as a part of the September RIAT Report.

Motion: Iafrate/Petrilli

THAT the Audit Committee approves the updated Regional Internal Audit Charter as presented.

– MOTION CARRIED –

b) RIAT Follow-up: School-Based Audits – Enrolment and School Finance

P. Hatt, Regional Internal Audit Senior Manager, presented the “*Follow-up: School-Based Audits – Enrolment and School Finance*” which was originally issued in April 2020 and was conducted to assess the status of the management action plans developed to address the findings from the original report. Ten action plans were assessed and recorded as “complete” and action plan for Finding #2, Co-op Program (Secondary schools only) which was identified as “Management Assumed Risk”. As the ten findings were adequately and effectively addressed, the status of the audit, including the follow-up, is “closed” and no further update will be provided. The Committee requested a process/procedure be created for the annual process.

c) RIAT Follow-up: HR/Payroll Audit

P. Hatt, Regional Internal Audit Senior Manager, presented the “*Follow-up: HR/Payroll Audit*” which was originally issued in June 2016 and was conducted to assess the status of the management action plans developed from the original report. The action plans assessment resulted with “Changes to employee records within the payroll system” recorded as “Management Assumed Risk” and the second, “HRIS Change Management” was marked as “complete”. The status of the audit, including the follow-up, is “closed”.

d) RIAT Follow-up: Construction Management Audit

P. Hatt, Regional Internal Audit Senior Manager, presented the “Follow-up: Construction Management Audit”, originally issued in April 2015 and followed-up in August 2017. A second, current follow-up was conducted to assess the status of the management action plans developed from the original report that were not closed in April 2015. The outstanding action plans were assessed and recorded as “complete”, The status of the audit, including the follow-up, is “closed”.

e) School Finance Management Status Update

J. Tsai, Manager – Accounting and Financial Services reviewed the “*School Finance Management Status Update*”, providing an update of the 2022-23 implementation schedule and the training strategy for new and continued support in the areas of school finances, School-Day cashless platform implementation and training, policies and procedures support and training and for ongoing school audits.

It was noted that the Finance Department is scheduling ten school audits for the end of the school year.

A focus of the 2023-24 school year will be the onboarding of the remaining 49 schools onto School-Day. Once all schools are using School-Day, Policy 803 will be updated to ensure that all schools are able to access a standardized policy and procedures. As well, the finance training methodologies and content will be refreshed to align with the new cashless system and finance updates. A new initiative will be the use of training modules and self-directed training/refreshers for principals as well as vice-principals on the short-list.

f) YCDSB: Cashless School System Implementation Update

J. Tsai, Manager – Accounting and Financial Services, and G. Monaco, Compliance Analyst, presented the “*School Finance Management Status Update*”. The three-phases of implementations resulted in an overall adoption rate of 74% and a total of \$3.7M in transactions being processed (elementary 51% of deposits are via on line sales with 81% adoption rate and secondary 27% of deposits are via online sales with 58% adoption rate). Finance staff is working with elementary Catholic School Councils and third-party lunch providers to roll-out, however, schools will be addressed individually to determine the best approach, i.e. School-Day vs. current providers.

As communicated to Principals in March 2023, a target date of June 30, 2023 has been set for schools to no longer accept e-transfers. Parents will be reminded in a message included with June report cards.

The next phase will be initiated by a survey to principals of the remaining 49 elementary schools to determine their timing preference for implementing School-Day in one of the next

phases taking place in October 2023, January 2024 and April 2024 to bring the remaining schools on-line.

g) External Audit Committee Member Update

C. McNeil, Chief Financial Officer & Treasurer of the Board, advised the Committee of the expiry of the second term of office for one External Audit Committee Member, Ms. Annabelle Rocha, which expires on August 31, 2023. The recruitment process is currently underway and a new member will be appointed by September 1, 2023.

Sincere thanks and gratitude were expressed for the two terms that Ms. Rocha has served. Ms. Rocha also thanked the Committee for the positive experience and guidance received.

FUTURE ITEM(S): Nil

Adjournment: 5:30 P.M.

On Motion: Iafrate/Petrilli and CARRIED

DRAFT