

York Catholic District School Board

MINUTES AUDIT COMMITTEE (Regular Session)

A regular session of the Audit Committee was held in the Boardroom at 320 Bloomington Road West and virtually via Google Meets, on Tuesday, September 29, 2025, commencing at 5:00 p.m.

PRESENT:

Committee Members: C. Cotton, M. Iafrate, J. Wigston, F. Cellucci, D. Murack*

Absent:

Other Trustees: A. Saggese

Administration: J. De Faveri, J. Sarna, C. McNeil, J. Tsai, A. Arcadi*, J. Chiutsi*,
N. Galatianos*, A. Iafrate*, T. Laliberte*, L. Sawicky*, S. Wright*

RIAT Team: P. Hatt, Regional Internal Audit Senior Manager

Absent with Notice:

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. The new Committee member appointed for the 2026 to 2029 term (J. Wigston) was welcomed and the external members were recognized.

2. ELECTION OF CHAIR

Trustee C. Cotton was acclaimed Audit Committee Chair for 2026 on nomination by Trustee M. Iafrate.

REGULAR MEETING: Presiding, Trustee C. Cotton, Committee Chair.

3. REVIEW OF THE TERMS OF REFERENCE FOR 2026

The Committee Terms of Reference for 2026 were provided.

4. APPROVAL OF NEW MATERIAL: Nil

5. APPROVAL OF THE AGENDA

Motion: Iafrate/Cellucci

THAT the Agenda be approved as presented.

– MOTION CARRIED –

6. APPROVAL OF THE MINUTES:

Motion: Murack/Cellucci

THAT the Minutes of the May 20, 2025, Audit Committee meeting be approved as presented.

– MOTION CARRIED –

7. **DECLARATION OF CONFLICT OF INTEREST:** Nil
8. **BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING:** Nil
9. **NEXT MEETING DATE:** November 11, 2025
10. **STAFF PRESENTATION ITEMS:** Nil
11. **ACTION ITEMS:** Nil
12. **DISCUSSION ITEMS:** Nil
13. **INFORMATION ITEM(S):**

a) **Annual Audit Committee Report to the Board of Trustees**

C. McNeil, Chief Financial Officer and Treasurer of the Board, presented the *Annual Audit Committee Report to the Board of Trustees* which included both the *Draft Annual Audit Committee Report to the Ministry of Education for the year ended August 31, 2025 (Appendix A)* and *Draft Annual Audit Committee Report to the Board of Trustees for the year ended August 31, 2025 (Appendix B)*, as required by O. Reg. 361/10 – Audit Committees and lists the membership, meeting attendance, and details of RIAT audits for 2025. The *Annual Audit Committee Report to the Board of Trustees* was referred to the September 30, 2025 Regular Board Meeting for Information.

b) **YCDSB Regional Internal Audit Team (RIAT) Update**

P. Hatt, Regional Internal Audit Senior Manager, presented the Regional Internal Audit Team Update. The status of engagements for the 2023-24 (Special Education Financial and Operational Review, Phase 2 and Student Achievement Engagement – Analysis of EQAO Trends) and 2024-25 (Succession Planning for Senior Administration and Audit of Expense Reimbursements for Trustees & Senior Administration) Regional Audit Plans was provided.

P. Hatt also provided an update on other RIAT work, i.e. update of Risk Assessment & Audit Plan to be presented on November 11, 2025, update of the register of audit findings from previously issued reports (updates from departments on the action plans to address findings), follow-up reports, and Annual Report to the Audit Committee from the RIAT. The implementation of the new Global Internal Audit Standards will also be presented at the November Audit Committee meeting, including a gap analysis between current state and new Standards.

P. Hatt highlighted that the vacant Internal Audit Specialist position is anticipated to be filled by mid-November and that a focus for that position will be on follow-up audits.

It was requested that the findings register be augmented to provide a compilation of rich and comprehensive audit data at the end of each trustee term that can be used to assist future audit committees to understand the activities undertaken.

c) **SchoolDay Cashless Online System**

C. McNeil, Chief Financial Officer and Treasurer of the Board, introduced the report providing the SchoolDay usage (post 2023-24 final implementation), which was reflective of an increase in usage at both the elementary (12%) and secondary

(6%) panels and which in turn equates to an increase in revenue (elementary \$2.6m, secondary \$1.2m). The results indicate an increase in sign-up as well as actual payments made through SchoolDay.

2024-25 ended in a very good position with high enrolment and usage of SchoolDay. J. Tsai, Manager, Financial Reporting and School Finance, noted, however, that there remain some challenges with school participation, family adoption and vendor transition. Staff continues to take the necessary steps to strengthen the adoption and utilization rates, as well as to ensure that barriers to adoption are addressed. Principals' dashboards are a helpful tool used to address issues by providing real-time SAP data on SchoolDay use and enrolment.

Staff to take the suggestion for standardized system-wide staff training and development of a user reference guide for training/assisting school administrators in a consistent manner to ensure fairness across the board.

Staff was requested to explore the reinstatement of the vendor rebate.

d) 2023-24 School Finance Audit Reports

C. McNeil, Chief Financial Officer and Treasurer of the Board, reminded the Committee that the *2023-24 School Finance Audits and Administration's Follow-Up Actions* and *School Finance Audit – Summary Report 2024* was forwarded from the May 20, 2025 Audit Committee - Private Session where it was provided for Trustee review prior to being released in public. C. McNeil presented the report highlighting the key issues and measures being taken.

J. Tsai, Manager, Financial Reporting and School Finance, stated that the audit, which assessed compliance with Board policies and procedures related to management of school finances, identified issues attributed to the high number of new administrators and school secretaries who lack experience in bookkeeping (particularly with bank reconciliations and banking procedures). Administration is increasing training, oversight and support, and accountability to address the issues. Staff is proactively providing assistance to school administrators, providing refresher training and providing enhanced support through the principal's dashboard, in order to facilitate the requirements of the school administrators.

14. FUTURE ITEM(S): Nil

Adjournment: 5:38 P.M.

On Motion: lafrate/Cellucci and CARRIED