

York Catholic District School Board

MINUTES AUDIT COMMITTEE (Regular Session)

A Regular session of the Audit Committee was held at the Catholic Education Centre Boardroom and virtually via Google Meets, on Wednesday, September 18, 2024, commencing at 6:30 p.m.

PRESENT:

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| Committee Members: | C. Cotton, M. Iafrate, D. Murack* |
| Other Trustees: | F. Alexander, E. Crowe, A. Grella*, A. Saggese |
| Administration: | J. De Faveri, J. Sarna, C. McNeil, J. Tsai, J. Kotch, C. Peracchia |
| RIAT Team: | P. Hatt, Regional Internal Audit Senior Manager |
| Other Guest(s): | |
| Absent with Notice: | J. DiMeo, M. Petrilli |
| Recording: | K. Errett |
| Presiding: | M. Iafrate, Committee Chair |

*[*denotes attendance via Google Meets]*

1. CALL TO ORDER, PRAYER AND LAND ACKNOWLEDGEMENT

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

2. APPROVAL OF NEW MATERIAL

Nil

3. APPROVAL OF THE AGENDA

Motion: Cotton/Murack

THAT the Agenda be approved as presented.

– MOTION CARRIED –

4. APPROVAL OF THE MINUTES

Motion: Cotton/Murack

THAT the Minutes of the April 30, 2024 Audit Committee meeting be approved as presented.

– MOTION CARRIED –

5. DECLARATION OF CONFLICT OF INTEREST: Nil

6. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING (April 30, 2024):

a) Business Continuity Planning

J. Kotch, Security & Business Continuity Specialist, provided a verbal update of the Business Continuity Plan and the Crisis Management Plan which were reviewed and revised in September 2024. The revised plans, once approved by department managers in the coming weeks will be reported upon at the October 15, 2024 Corporate Services Committee. It was noted that this review/revision is the first of an annual process to take place every September/October.

b) YCDSB Regional Internal Audit Team (RIAT) Update

P. Hatt, Regional Internal Audit Senior Manager, deferred the update to agenda Discussion/Information Item 11. *YCDSB Regional Internal Audit Update & Annual Report*.

c) School-Day Cashless School System Implementation Update

J. Tsai, Manager, School Finances and Financial Reporting, provided a verbal update on the efforts to incorporate the processes and procedures related to School-Day into Policy 803 – School Generated Funds by late fall for presentation at a future Policy Committee meeting.

7. NEXT MEETING DATE: November 12, 2024**8. ACTION ITEM(S):****a) 2024-25 Audit Plan – Approval of Additional Engagement**

P. Hatt, Regional Internal Audit Senior Manager, provided a report seeking approval to add an additional engagement, Audit of Expense Reimbursements for Trustees and Senior Administration, as one of the 2024-25 RIAT Audit Plan audits. Approval of the recommendation would enable the audit to commence immediately, prior to the approval of the 2024-25 Regional Internal Audit Plan at the November 12, 2024 Audit Committee meeting.

Interim Director of Education, J. De Faveri, highlighted that the aforementioned engagement was excluded during the Ministry Audit undertaken by KPMG, but is being added to the RIAT Annual Plan due to the value which will be provided by increasing tax payer confidence in the Board's use of public funds.

Motion: Cotton/Murack

THAT the Audit Committee approves the inclusion in the Regional Internal Audit Team's Plan for the 2024-25 fiscal year (currently in development) an audit of Expense Reimbursements for Trustees and Senior Administration.

– MOTION CARRIED –

9. PRESENTATION ITEMS: Nil**10. DISCUSSION/INFORMATION ITEM(S):****a) YCDSB Regional Internal Audit Update & Annual Report**

P. Hatt, Regional Internal Audit Senior Manager, presented the YCDSB Regional Internal Audit Update & Annual Report which highlighted progress to-date of engagements included in the Board's 2022-23 (School Finance Data Analytics updated to Status: Complete) and 2023-24 Regional Internal Audit Plans, as well as providing updates on Other RIAT Work, including Follow-Up Activities, Risk Assessment & Two-Year Audit Plan and RIAT Annual Report. Appendix 1 – Regional Internal Audit Team (RIAT) Annual Report – 2023-24 and Appendix 1-A Regional Internal Audit Charter was also provided.

It was requested that a future Corporate Services Committee meeting include a summary report pertaining to the School Finance Data Analytics engagement.

Three outstanding engagements from 2023-24 which were updated from the April 30, 2024 report as follows; Special Education Financial and Operational Review Phase 2 (Current Status: Not Started, see Agenda Item 11); Student Achievement Engagement – Analysis of EQAO Trends (Current Status: Planning, see Agenda Item 11) and Succession Planning, focusing on Senior Administration, which was included in the 2023-24 Audit Plan as an amendment (Current Status: Planning, see Agenda Item 11).

Appendix 1 - Regional Internal Audit Team (RIAT) Annual Report 2023-24 was provided to reiterate the purpose, authority and responsibility of RIAT and ensure that RIAT complies with the professional standards. New Internal Audit Standards, effective January 2025, will be integrated into RIATs methodologies, internal documents and templates, and a new Charter will be presented in the new year.

An update on the upcoming recruitment process for a RIAT Audit Specialist to fill a vacancy will be shared with the Audit Committee once the position has been filled.

P. Hatt reported on Appendix 1-B RIAT Quality Assurance & Improvement Program – Action Plans Resulting from Self-Assessment, noting that this year the self-assessment would be augmented with an external assessment. The Action Plan was reflective of two action plans to address partial or non-conformance from last year which are now fully implemented and that progress was made on another four outstanding actions plans.

Further to clarifications regarding engagements at other boards using the Legislative Compliance Tool, it was requested that a report be provided to a future Audit Committee to advise how the tool works, its usefulness by boards using it and whether it is something to consider training staff to use and adopt.

FUTURE ITEM(S): Nil

Adjournment: 7:01 P.M.

On Motion: Cotton/Murack and CARRIED