

York Catholic District School Board

MINUTES AUDIT COMMITTEE (Regular Session)

A Regular session of the Audit Committee was held at 320 Bloomington Road West, Aurora, ON and virtually via Google Meets, on Tuesday, September 29, 2020, commencing at 4:35 p.m.

PRESENT:

Committee Members: R. Cantisano, C. Cotton (via Google Meets), M. Iafrate
Other Trustees: J. Ecker, T. McNicol (via Google Meets), D. Mazzotta (via Google Meets)
External Committee Members: A. Rocha
Administration: M. Battista, A. Yeung, J. Tsai, N. Di Nardo (via Google Meets),
D. Clapham (via Google Meets) L. Giambattista (via Google Meets), M.
Gray (via Google Meets)
RIAT Team: P. Hatt, Regional Internal Audit Manager (via Google Meets)
J. Selvadurai, Regional Internal Audit Manager (via Google Meets)
Other Guests:
Absent with Notice:
Recording: K. Errett
Presiding: M. Iafrate, Committee Chair

1. CALL TO ORDER AND PRAYER

Trustee M. Iafrate, Committee Chair, called the meeting to order, led the opening prayer.

2. APPROVAL OF NEW MATERIAL

Nil

3. APPROVAL OF THE AGENDA

Motion: Cantisano/Ecker

THAT the Agenda be approved as presented.

– MOTION CARRIED –

4. APPROVAL OF THE MINUTES

Trustee Iafrate, referring to the April 28, 2020 Minutes, requested follow-up on a number of items noted in the Minutes, as follows:

Trustee Iafrate asked for confirmation of the staff training that was mentioned in the Minutes of the April 28, 2020 Audit Committee meeting, to which A. Yeung, Chief Financial Officer and Treasurer of the Board clarified that the training was provided June 18 for Secondary School Bursars, June 23 and 24 for Elementary School Senior/Head Secretaries, June 29 for Secondary Principals and Vice-Principals and June 30 for Elementary Principals and Vice-Principals.

Trustee Iafrate asked for confirmation that the process for missing receipts was highlighted during training, to which A. Yeung confirmed that the message conveyed during training is that reimbursements must be supported by receipts.

Trustee Iafrate asked for verification that the wording in the Policy had been reviewed and strengthened if required. Mr. Yeung clarified that having no PCard policy but there is a specific form provided to new PCard recipients to outline the process and expectations. As well, a checklist provided to PCard approvers has a reminder to ensure receipts are all included prior to signing-off. Trustee Iafrate requested a copy of the checklist for information purposes.

Trustee Cantisano provided an additional suggestion that the ramifications or progressive disciplinary action of not following the procedure should be included in the form provided to the PCard holders. A. Yeung will ensure that this aspect is also being addressed.

Trustee Iafrate requested that the number of teachers holding PCards be provided in a future meeting. A. Yeung noted that he will work with Interim Director M. Battista on this request and that the report will be provided at an upcoming Corporate Services Committee meeting once the information is gathered.

Motion: Cantisano/Ecker

THAT the Minutes of the April 28, 2020 Audit Committee meetings be approved.

– MOTION CARRIED –

Motion: Cantisano/Ecker

THAT the Minutes of the June 30, 2020 Audit Committee meetings be approved.

– MOTION CARRIED –

5. DECLARATION OF CONFLICT OF INTEREST

Nil

6. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

Nil

7. NEXT MEETING DATE: November 10, 2020

8. PRESENTATION ITEMS:

a) REGIONAL INTERNAL AUDIT SENIOR MANAGER (RIAM) UPDATE

P. Hatt, Regional Internal Audit Senior Manager provided the Regional Internal Audit update. The status update was provided progress made since the last meeting in June, 2020.

The School Finance Audits (15 schools) which will be completed by RIAT and YCDSB Compliance & Budget Analyst (five schools) and KPMG (10 schools). Additional secondary and elementary schools that have not yet been audited will be included in a School Finance Audit engagement which will be outsourced due to volume. It was noted that J. Selvadurai, Regional Internal Audit Manager, would coordinate the engagements and review the materials. P. Hatt will provide assistance and both will review and issue all school reports. Further, P. Hatt explained that due to COVID-19 the audits would be conducted from the Catholic Education Centre. Schools have been requested to forward materials which is being reviewed as it arrives.

P Hatt noted that an RFP for the Records Management outsourced audit was released on June 16, 2020 and was subsequently awarded to Orbis Risk Consulting. The audit is underway with the Consultants currently reviewing materials related to the current state of the Board's records management practices and will provide recommendation for a framework of leading practices to be incorporated into a future procedure.

The Workflow Assessment Project on Payroll Process has been outsourced to KPMG and will focus on reviewing the current payroll processes and making recommendations on achieving greater efficiencies in payroll processes within the departments of Human Resources, Finance and Continuing Education. Interviews will be held shortly between Management and KPMG.

A School Finance Audit approved at the final Budget meeting on July 29th will include school finance audits on schools that have not been audited as yet. The audit will be outsourced, due to volume, as there is a significant amount of work anticipated to be performed.

Lastly, an IT Cyber-Security Audit will be undertaken by an outsourced professional services firm to assess the current IT security environment. IT security systems will undergo penetration testing to determine overall vulnerability levels, an overall network health check, exposure of information assets to breaches, and a maturity and threat analysis to determine the state of the Board's information security environment and practices. Meetings with Management to begin discussions regarding the engagement will be taking place soon.

Trustee Iafrate asked for assurance that the audits will be able to be continued in the event of a COVID-19 related shut-down. P. Hatt noted that for all of the audits, boxes of materials are being delivered to the CEC in order to be able to complete the audits.

9. ACTION ITEMS:

Nil

10. INFORMATION ITEM(S):

Nil

FUTURE ITEM(S): Nil

Adjournment: 4:51 P.M.

On Motion: Ecker/Cantisano and CARRIED