



**AUDIT COMMITTEE  
PUBLIC AGENDA  
November 4, 2015 – 3:30 p.m.  
Hastings Room**

<b>Section</b>	<b>Item</b>	<b>Report No.</b>	<b>Resp.</b>
<b>A</b>	<b>Call to order</b>		
<b>3:30 p.m.</b>	Presentations: <ul style="list-style-type: none"><li>• BDO LLP – External Auditor<ul style="list-style-type: none"><li>➤ 2014-15 Financial Statements</li></ul></li></ul>	Handout	L. Miller
	Approval of agenda		Chair
	Approval of minutes – September 23, 2015		Chair
	Business arising		Chair
<b>B</b>	<b>Recommendations</b>		
	2014-15 Financial Statements	B-1 Handout	L. Miller
<b>C</b>	<b>Information</b>		
	Draft Audit Committee Work Plan	C-1	L. Miller

**Next Meeting Date: Wednesday, June 8, 2016**

**Committee Membership: B. Danes, J. Cobb, M. Hall, J. Fitzpatrick (community representative),  
W. Tod (community representative)**



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
AUDIT COMMITTEE  
PUBLIC MEETING MINUTES**

September 23, 2015  
DRAFT

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**Members present:** J. Cobb, B. Danes, M. Hall, J. Fitzpatrick, W. Tod

**Regrets:** None

**Resource:** L. Miller, B. Roy, M. Savery-Whiteway

**Minutes:** C. Reid, Administrative Assistant

**Call to order**

The meeting was called to order at 3:30 p.m.

**Presentations**

Superintendent Miller welcomed Jason Becker from BDO LLP who presented an overview of the External Audit Plan for the 2014-2015 year-end.

Clarification/discussion items included:

- New accounting standard related to liability for contaminated sites
- The risk and assurance model used under the BDO audit approach

**Line Robitaille – Regional Internal Audit Manager**

Line Robitaille, Regional Internal Audit Manager was joined by Gord Champlain, a member of the Regional Internal Audit Team. The Regional Internal Audit Manager provided the following information:

- There are no changes to the mandate of the Regional Internal Audit Team.
- Activities for the current year will include:
  - An enrolment audit;
  - A back-up audit;
  - A follow-up on the School Generated Funds Audit;

A memo detailing the above information will be forwarded to committee members shortly (attached to draft minutes).

**Ministry Memorandum 2015:SB19**

Superintendent Miller reviewed the memorandum and the attached guidelines. She noted that there are no longer any restrictions regarding who can act as chair so the position is open to community representatives as well as trustee representatives. She also noted that there have been changes regarding recommendations and reports to the board based on best practices.

**Election of Chair**

Jennifer Cobb was elected Chair of the Audit Committee for 2015-2016.

**Approval of agenda**

Moved: M. Hall  
Seconded: B. Danes

**That the agenda be approved.**

Carried

**Approval of the minutes**

Moved: J. Fitzpatrick  
Seconded: W. Tod

**That the minutes from the meeting of June 10, 2015 be approved.**

Carried

**Business arising**

None

**Recommendations**

**External Auditor's Audit Plan**

The members reviewed the attached External Audit Plan for the 2014-2015 fiscal year end as presented by BDO LLP and recommends that it be presented to board for approval.

Moved: M. Hall  
Seconded: J. Fitzpatrick

**That the Audit Committee recommends that Hastings and Prince Edward District School Board approve the External Auditor's Audit Plan, as contained in Audit Committee Report No. B-1, dated September 23, 2015.**

Carried

**Appointment of External Auditors for 2015-2016**

In May 2013 the Board awarded a five year contract for the provision of external audit services to BDO Canada LLP effective August 31, 2013. To date, BDO has completed the August 31, 2013 and August 31, 2014 year end audits and the March 31, 2014 and March 31, 2015 Ministry reporting requirements. Administration is satisfied with BDO's performance to date who has delivered its services in a professional, timely and accurate manner.

Moved: W. Tod  
Seconded: M. Hall

**That the Audit Committee recommends that Hastings and Prince Edward District School Board appoint BDO LLP as the external auditor for 2015-2016 and that remuneration be fixed at \$34,600 as contained in Audit Committee Report No. B-2 dated September 23, 2015.**

Carried

Clarification/discussion items included:

- The amount of remuneration is comprised of the fee for the audit of financial statements for the year ended August 31, 2015 as well as the fee for the seven month Ministry report that will be completed for March 31, 2016.

**Information**

**Annual Report to Board of Trustees**

Superintendent Miller referred to Report No. C-1 and distributed the Audit Committee Annual Report to Board of Trustees for review. The Annual Report to the Board of Trustees for 2014-2015 has been prepared in accordance with Ministry regulations and guidelines and is recommended to be submitted to the Board on September 28, 2015 for information. Corrections were made to the Annual Report to include reference to "trustee representative" in the list of Audit Committee members. A correction to the date in Report No. C-1 will be made prior to it being presented to the board.

It was noted that for the current school year, a work plan for the committee will be developed.

**Annual Report to Ministry of Education**

Superintendent Miller referred to Report No. C-2 and reviewed the Audit Committee Annual Report to the Ministry. The Audit Committee Report for 2014-2015 will be submitted to the Board on September 28, 2015 for information and then submitted to the Ministry as required. A correction was made to the report indicating that the results of the Energy Management and Environmental Sustainability Audit were moderate, rather than satisfactory.

The public session adjourned at 4:18 p.m.



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**Annual Audit Committee Work Plan**

<b>September</b>
<ul style="list-style-type: none"><li>• Elect the chair of the committee for the year</li></ul>
<ul style="list-style-type: none"><li>• Review and make recommendations to the board on the content of the external auditor's audit plan and on all proposed major changes to the plan.</li></ul>
<ul style="list-style-type: none"><li>• Perform a self-assessment of the committee's performance relative to the purpose, duties and responsibilities of the committee</li></ul>
<ul style="list-style-type: none"><li>• Review the mandate of the internal auditor, activities, staffing and organizational structure</li></ul>
<ul style="list-style-type: none"><li>• Review the internal auditor performance and provide comments to the board and host board.</li></ul>
<ul style="list-style-type: none"><li>• Report to the Board on the audit committee's effectiveness for the previous fiscal year</li></ul>
<ul style="list-style-type: none"><li>• Report annually to the Ministry of Education for the previous fiscal year</li></ul>
<b>November</b>
<ul style="list-style-type: none"><li>• Report on the results of the self-assessment of the committee's performance</li></ul>
<ul style="list-style-type: none"><li>• External Audit:<ul style="list-style-type: none"><li>○ Review auditor's report and management letter</li><li>○ Recommend to the board of trustees the approval of the annual audited financial statements</li></ul></li></ul>
<b>June</b>
<ul style="list-style-type: none"><li>• Make recommendation to the board on the content of the internal audit plans and on all proposed changes to the plan</li><li>• Review the external auditor performance and make a recommendation to the board to appoint the external auditor for the upcoming school year</li><li>• Review any significant findings and recommendations made by internal auditors and the responses of the board staff to those findings and recommendations</li><li>• Audit Committee information session</li><li>• Develop a work plan, meeting schedule and tentative agenda for the next fiscal year</li></ul>