



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

**MINUTES**  
**AUDIT COMMITTEE MEETING**

**Public Session**

**Tuesday, November 7, 2017**

**St. Clair Room, CEC**

**420 Creek St. Wallaceburg**

**Regular Committee Meeting – 3:00 p.m.**

Audit Committee Members:	Carol Bryden Linda Ward	John Van Heck
Community Members	Gord Quinton Marlene Kerwin	
Administration and Others	Dan Parr Amy Janssens Catherine Day Joanne Cincurak	Ferruccio Da Sacco Suk Bedi Deb Crawford
Regrets:	Linda Ward	

**A. CALL TO ORDER – C. Bryden**

**Motion O-044-2017: (Gord Quinton and Marlene Kerwin ) That the Audit Committee of the Board move into the Regular Committee Meeting of Tuesday November 7, 2017. Carried.**

1. Opening Prayer
2. Recording of Attendance – Linda Ward was absent; John Van Heck attended.
3. Confirmation of Agenda

**Motion O-045-2017: (Marlene Kerwin and Gord Quinton) That the Agenda for the Regular Committee Meeting of Tuesday November 7, 2017 be approved as presented. Carried.**

4. Declaration of Conflict of Interest - Nil

Encl. 5. Confirmation of Minutes

**Motion O-046-2017: (Gord Quinton and Marlene Kerwin) That the Minutes for the Regular Committee Meeting of Tuesday, September 26, 2017 be approved as presented. Carried.**

**B. CLOSED SESSION**

6. Resolve to Move into Closed Session

**Motion O-047-2017: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Closed Committee Meeting of Tuesday, November 7, 2017. Carried.**

Resolved into closed session at 3:05 p.m.

13. Return to Regular Session

**Motion O-050-2017: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board return to the Regular Committee Meeting of Tuesday November 7, 2017. Carried.**

The committee returned to the regular session at 3:06 p.m.

**C. EDUCATION SESSION**

**D. REGULAR SESSION**

14. New Business (Regular Session)

**Internal Audit** – Nil

**External Audit**

- Encl. a. 2016-17 Independent Auditor's Report – Ferruccio Da Sacco

Ferruccio Da Sacco presented the 2016-17 Independent Auditor's Report. He explained the status of the audit and noted that the representation letter was received.

He reviewed the audit findings, fraud risk, internal control matters and other required communications. He also discussed materiality and the concept of independence.

Ferruccio answered questions from committee members.

- Encl. b. 2016-17 Audited Financial Statements – Catherine Day

Catherine Day presented the 2016-17 Audited Financial Statements for the year ended August 31, 2017. She reviewed the consolidated statement of financial position, which included the financial assets, liabilities, net debt, non-financial assets and accumulated surplus.

She reviewed the consolidated statement of operations, which consisted of revenues, expenses and accumulated surplus. She also reviewed the

consolidated statement of cash flows.

Catherine answered questions from committee members.

**Motion O-051-2017: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board recommends to the Board of Trustees for the St. Clair Catholic District School Board the approval of the Audited Financial Statements for the year ended August 31, 2017. Carried.**

**Other**

c. Regular and Closed Session Agenda Items – Catherine Day

Catherine investigated whether audit fees should be documented in open or closed sessions. She noted that the Deloitte Report for Audit Committees on Transparency and Risk states that they can be included in open session. The external auditor’s report was held in open session and includes the fees.

The audit committee discussed this topic and decided leave the fees in open session.

- 15. Other (Regular Session) - Nil
- 16. Information Items (Regular Session) - Nil

**E.**

**FUTURE MEETING DATES**

- 17. Future Committee Meeting Dates:
  - Wednesday January 31, 2018, 3:00 p.m. St. Clair Room Wallaceburg
  - Wednesday April 18, 2018, 3:00 p.m. St. Clair Room Wallaceburg
  - Wednesday June 20, 2018, 3:00 p.m. St. Clair Room Wallaceburg

**F.**

**ADJOURNMENT**

- 18. Adjournment

**Motion O-052-2017: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board meeting of Tuesday November 2, 2017 adjourn at 4:10 p.m. Carried.**
- 19. Closing Prayer