



Date: **October 29, 2024**
Prepared by: **Amy Janssens, Associate Director – Corporate Services & Treasurer**
Subject: **2023-2024 Annual Audit Committee Reports to the Board of Trustees**

Background

Ontario Regulation 361/10, Section 15, of the Education Act requires an audit committee of a board to submit two reports to the Board of Trustees each fiscal year.

Detailed Annual Report

Every year, no later than November 30th, the audit committee will present a Detailed Annual Report to the Board of Trustees, covering the prior fiscal year. The report will include:

- The annual or multi-year internal audit plan, including planned internal audits on enrolment;
- A description of any changes made to the internal audit plan(s);
- A list of the work performed by internal audit during the period, together with a list of the work the auditor expected to perform during the period;
- A summary of risks identified, and findings made by internal audit;
- A summary of the work performed by the committee for the year;
- The audit committee's assessment of the board's progress on addressing any internal or external audit findings and recommendations;
- A summary of the matters addressed by the committee at its meetings;
- The attendance record of audit committee members; and
- Other matters that the audit committee considers relevant (e.g. fraud, special mandates and assignments, specialist involvement, etc.).

Ministry Report

Every year, no later than November 30th, the audit committee will present a Ministry Report to the Board of Trustees which will be submitted to the Ministry of Education no later than January 15th. The intent of the reporting is twofold:

- A list of the work performed by the internal auditors in the fiscal year provides a report to the Ministry on the use of the internal audit funding allocation; and
- A list of planned enrolment audits for upcoming fiscal years allows better coordination of enrolment audits performed by the Ministry and the regional internal audit teams.

The Annual Audit Committee Reports for the year ended August 31, 2024 are attached.

Recommendations

That the St. Clair Catholic District School Board receive the report: *2023-2024 Annual Audit Committee Reports to the Board of Trustees*, for information.



Audit Committee Report for the year ended August 31, 2024

Prepared by: Amy Janssens, Associate Director – Corporate Services & Treasurer

Date: September 18, 2024

Background

This report summarizes the audit committee's actions for the year ending August 31, 2024.

Audit Committee Members

The Audit Committee consisted of the members listed below:

- J. Van Heck – Trustee representative and Chair
- L. Ward – Trustee representative
- C. Beer – External Member
- K. Hill – External Member

Assessment

At the beginning of the year and in accordance with recommended good practice various administrative tasks were completed. These included:

- Declaration of Conflicts of Interest
- Election of a Chair and appointment of Secretary for private meetings
- Review of committee membership
- Development of a meeting schedule and agenda for the year

Five meetings were held during the year as scheduled.

The members in attendance at each meeting are as follows:

Member's Name	Sep 13/23	Nov 14/23	Feb 7/24	Apr 17/24	Jun 12/24
John Van Heck	x		x	x	x
Linda Ward	x	x			x
Charlotte Beer	x	x	x	x	x
Kelly Hill		x	x	x	x

Governance

The Audit Committee operated throughout the fiscal year ending August 31, 2024. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

Internal / External Audit

Relationships with both internal and external auditors have been satisfactory.

External Auditors

The external auditors, BDO, presented their Audit Service Plan to the Committee for approval at the meeting held on April 17, 2024. The Audit Committee recommended the approval of the annual audited financial statements on November 14, 2023. The external auditors have confirmed their independence in a letter dated April 17, 2024. The reappointment of the external auditors for the next fiscal year occurred during the meeting held February 7, 2024.

Internal Auditors

For 2023-24 the Committee continued to follow the risk assessment, as well as the risk-based internal audit plan approved in 2023-24. The Committee has received regular reports on the outcome of audit work and any recommendations made.

The following work was performed during the year:

- Equity, Diversity & Inclusion – complete
- Student Safety - complete

Audit Committee training

All updates from the Ministry of Education regarding the Regional Internal Audit initiative are shared with the audit committee.

Summary of the work performed.

The following is a summary of work undertaken by the Audit Committee for the year ending August 31, 2024:

- Received updates from KPMG on the work undertaken by the internal audit function.
- Reviewed and approved Internal Audit Plan.
- Reviewed the 2024 Audit Service Plan with BDO for the year ending August 31, 2024.
- Agreed to the approach and scope of the audit work to be undertaken by the auditors (both internal and external).
- Received assurances from the auditors regarding their independence.
- Reviewed the August 31, 2023, Audited Financial Statements, received a report from the external auditors on the statements and made recommendation to the Board of Trustees for approval.
- Confirmed that the external and internal auditors did not encounter any difficulties in the course of their work.
- Submitted the Annual Audit Committee Report to the Board of Trustees and Ministry of Education.
- Reviewed Interim Financial Reports for 2023-24.
- Performed a self-assessment.
- Undertook a review of both the external and internal auditors' performance.
- Approved Terms of Reference for the Information Security Sub-Committee.
- Received an update on continued work of Human Resource Services on potential updates to the Board's Code of Conduct and Whistleblower Process.

By the signature noted below, we attest that we have discharged our duties and responsibilities respecting Ontario Regulation 361/10.

On behalf of the audit committee.

John Van Heck

John Van Heck (Oct 8, 2024 11:58 EDT)

J. Van Heck, Chair



St. Clair Catholic
District School Board

Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the year ended August 31, 2024

District School Board Name: St. Clair Catholic District School Board

Fiscal Year: 2023-24

Re: Annual audit committee report to the Ministry of Education Ontario Regulation 361/10

During the 2023-24 school year, the following internal audit work was performed:

- Equity, Diversity & Inclusion – complete
- Student Safety – complete

During the 2024-25 school year, the following internal audit work is planned:

- Program Funding and Expenditure Analysis (EFIS Data)

Based on the multi-year internal audit plan there are no enrolment audits planned for the 2024-25 school year.

September 18, 2024
Date

John Van Heck
John Van Heck (Oct 8, 2024 11:59 EDT)
Signature

Audit Committee Chair
Title



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