



Date: **October 24, 2023**
Prepared by: **Amy Janssens, Associate Director – Corporate Services & Treasurer**
Subject: **2022-2023 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, 2023 are attached.

Recommendations

That the St. Clair Catholic District School Board receive the report: *2022-2023 Annual Audit Committee Reports to the Board of Trustees*, for information.