



Halton District School Board

AUDIT COMMITTEE

Virtual Meeting meet.google.com/rrq-xuxj-iwx (use calendar invite link or type into browser)

Tuesday, September 27, 2022

Public Session: 3:30 p.m.

PUBLIC SESSION AGENDA

1.0 – Opening

- 1.1 Welcome and Call to Order
- 1.2 Acknowledgement of Traditional Lands
- 1.3 Introduction of General Manager – Financial Services
- 1.4 Declarations of Possible Conflict of Interest/Annual Conflict of Interest Declaration Form page 2
- 1.5 Approval of the Agenda

2.0 – Ratification / Action

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- 2.1 Minutes of the Audit Committee Meetings
 - 2.1.1 Audit Committee Meeting, May 3, 2022 pages 3-6
- 2.2 2.2.1 Election of the Audit Committee Chair for 2022/2023
Per Regulation 361/10 Section 6(1) page 7
 - 2.2.2 Election of the Audit Committee Vice-Chair for 2022/2023 page 8
- 2.2 Approval of Business Transacted in Private Session (Chair)
- 2.4 Action Items
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 - 3.1.3 Staff Mental Health Audit Terms of Reference (A. Eltherington) pages 64-66
 - 3.1.4 2021-2022 Financial Statement Process Updates (R. Negoï) pages 67-68
 - 3.1.5 Timelines for Financial Reporting Presentation to Board (R. Negoï) pages 69-70
 - 3.1.6 Recruitment of External Public Representative Member (R. Negoï) page 71
 - 3.1.7 Joint Election Compliance Audit Committee with HCDSB (R. Negoï) pages 72-80

4.0 – Other Business

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- 4.1 Public Questions and Answers (Submit via [Google Form](#))

5.0 – Adjournment

- 5.1 Motion to Adjourn

Date of Next Meeting – Tuesday, November 8th

**Declaration to the Chair of the Audit Committee of
the Halton District School Board
by a Member of the Audit Committee
as to Whether or Not the Member has a Conflict of Interest**

1.) This Declaration applies to:
(check one)

- ☐ a) my initial appointment to the Audit Committee;
- ☐ b) the first Committee meeting of the Audit Committee for the fiscal year 2022;
- ☐ c) any other time during my appointment.

2.) I _____, declare that I do not have a conflict of interest as
(name of member)
defined by Subsection 4(2) of O. Reg 361/10, *Education Act*, RSO 1990 C.E-2.
(strike out if inapplicable)

3.) I _____, declare that I have a conflict of interest as defined
(name of member)
by Subsection 4(2) of O. Reg 361/10, *Education Act*, RSO 1990 C.E-2
because one or more of my: parent(s), child(ren) or spouse is/are employed
by the Board at this time.
(strike out if inapplicable)

Dated at Burlington, Ontario this 27th day of September, 2022.

Audit Committee Member

Note: Subsection 4(2) O. Reg 361/10, *Education Act*, RSO 1990 C.E-2 states:

For the purposes of clause (1) (c), a person has a conflict of interest if his or her parent, child or spouse is employed by the board. O. Reg. 361/10, s. 4 (2).

**Halton District School Board
Audit Committee Public Session Meeting Minutes
Tuesday, May 3, 2022**

Attendance:

Trustee Members: L. Reynolds, A. Collard (Chair), J. Gray

Trustee Guests: T. Ehl Harrison

Public Representative: S. Malik, D. McKerrall (Vice Chair)

Staff: H. Camastro, C. Ennis, R. Negoj, C. Salemi, K. Samarin, J. Sweetman, E. Jabat, K. Raposo

Regional Internal Audit Team: A. Eltherington

External Auditor: L. Cheung, F. Liberatore

Regrets:

Agenda Item 1.0

1.1 Call to Order

- The Audit Committee Chair called the meeting to order at 3:31 p.m.

1.2 Acknowledgement of Traditional Lands

- On behalf of the Board, acknowledgement and thanks was given to the Mississaugas of the Credit First Nation for sharing their traditional territory with us.

1.3 Declarations of Possible Conflict of Interest

- No conflicts of interest were declared.

1.4 Approval of the Agenda

Motion: J. Gray & D. McKerrall

Be it resolved that the Agenda for the Public session of the Audit Committee Meeting for May 3, 2022 be approved as distributed. **Carried Unanimously.**

Agenda Item 2.0

2.1 Minutes of the Audit Committee Meetings

2.1.1 Audit Committee Meeting, February 22, 2022

Motion: D. McKerrall & L. Reynolds

Be it resolved that the minutes from the Public Session Audit Committee Meeting held on February 22, 2022 be approved as distributed. **Carried Unanimously.**

2.2 Approval of Business Transacted in Private Session (Chair)

Motion: A. Collard & D. McKerrall

Be it resolved that the Audit Committee select Option 1 as the process for tendering external audit services with services beginning in the 2022/2023 fiscal year. **Carried Unanimously.**

2.3 Action Items:

2.3.1 External Audit Plan for 2021/2022 Financial Statement Audit

- The Superintendent of Business Services opened discussion on the report and passed it over to our External Audit partner for further discussion on the document attached.
- The fees for this year's audit are \$78,960. This includes the seven-month Ministry report. In accordance with the regulation, the audit will take place within the expected time frame and cover the expected areas within our financial statements, both in terms of presentation and disclosure, as well as review of the material transactions.
- The Audit Service Plan is fairly consistent with last year. Six areas of audit risks are identified with one additional item relating to the new public sector accounting standards coming into effect in fiscal 2023.
- In terms of materiality to help guide assessing on a whole whether or not the financial statements are fairly presented, materiality is typically determined based on a 2.5% of total expenses on an overall financial statements level. A much lower threshold is used on an individual transaction basis. Any misstatements identified greater than 5% of materiality will be brought forward.
- The School Board makes use of their own actuary in the evaluation of employee future benefits. This will also be looked into this year as part of the overall audit plan to assess competency.
- Two new accounting standards coming into place. One is related to asset retirement obligations (ARO) and the other is related to financial instruments. Discussion with Management has been initiated to ensure adequate preparation for the implementation of the new standards for 2023. The Ministry of Education is preparing templates to assist school board in evaluating the ARO liability.

S. Malik joined meeting at 3:39 p.m.

- Auditor general's report focuses on financial reporting from the perspective of public sector accounting standards as a whole. The school board follows a modified version of public sector accounting standards based on the Ministry's template of financial statements and notes.

Motion: D. McKerrall & L. Reynolds

Be it resolved that the Audit Committee recommend to the Board of Trustees the approval of the external audit plan and the fees of \$78,960

excluding applicable taxes (attached as Appendix A) for the fiscal year ending August 31, 2022, prepared by the Board's external auditors, Deloitte LLP. **Carried Unanimously.**

2.3.2 Regional Internal Audit Plan for 2022/2023

- The Regional Internal Audit Manager presented the report.
- The Mental Health & Well-being for Students audit will be completed during 2021/2022.
- The Superintendent of Business Services confirmed to the Regional Internal Audit Manager's items identified in June 2021 are still high-risk items for the Board.
- RIAT is resourced to perform two audits per year and any related follow-up audits. The audit plan for 2022/2023 will include Mental Health & Well-being for staff and conducting Network Penetration Testing.
- The third audit of the Risk Mitigation on Equity and Inclusion will be conducted in 2023/2024.

Motion: D. McKerrall & L. Reynolds

Be it resolved that the Audit Committee recommends that the 2022/2023 Regional Internal Audit Plan which includes the Confirmation of Risk Management Strategic Objective 'Mental Health & Well-being' for staff, Network Penetration testing plus a follow-up review of Procurement and any remaining actions plans identified during the Special Education and Privacy audits be approved by the Board of Trustees. **Carried Unanimously.**

Agenda Item 3.0

3.1 Information Items

3.1.1 Regional Internal Auditor Status Report

- 2022/2023 Regional Audit Plan as discussed is approved.
- An Annual Independence Assertion is presented once a year to the Audit Committee confirming the Regional Internal Audit team is organizationally independent and are allowed to carry out their responsibilities free from any interference.

3.1.2 Timelines for Financial Reporting Presentation to Board

- The Superintendent of Business Services presented the report and responded to questions.
- The last quarterly report presented to the Board on March 14 shows HDSB is on track financially; however, the entire contingency has been allocated to emerging challenges and management is monitoring closely to ensure we stay within budget.
- Next quarterly report will be submitted in June. We are also looking at the budgets for the upcoming year with the presentation going to the

Committee of the Whole on May 11th with a proposed draft budget and the report for approval will be at the second board meeting in June.

- Grants for Student Needs have been received earlier this year, at similar levels with prior year, including the continuation of Covid-19 supports. There is always a risk that funding can change with a new incoming government. Even the same government can put regulations in place and modify the grants in the year.
- A significant grant about \$5.7 million was received for tutoring supports and it was announced in March with the spend starting April 1st to December 31st. As learning gaps require continuous support the deadline of December 31st to spend these funds presents challenges, as additional funding is required to maintain the support of learning recovery for the balance of the year.

3.1.3 2022:SB06 Memo – 2020-21 Audit Committee Annual Report to the Ministry

- The Superintendent of Business Services presented the report for information.
- There were no questions on this report.

Agenda Item 4.0

4.1 Public Questions and Answers

Agenda Item 5.0

5.1 Motion to Adjourn

Motion: D. McKerrall & J. Gray

Be it resolved that the Public Session of the Audit Committee Meeting held on May 3rd, 2022 be adjourned at 4:07 p.m.

- Next scheduled meeting date – Tuesday, September 27, 2022



Halton District School Board

Date: September 27, 2022

FOR DECISION

TO: Audit Committee

FROM: Roxana Negoï, Superintendent of Business Services and Treasurer

RE: **Election of Audit Committee Chair 2022/2023**

Warrant

This report outlines the requirements under the Audit Committee Regulation to hold an election of the Audit Committee Chair

Background

The election of the Audit Committee Chair is required at the September meeting as per Audit Committee Regulation 361/10.

Chair of the audit committee

6. (1) At the first meeting of the audit committee in each fiscal year, the members of the committee shall elect the chair of the committee for the fiscal year of the board from among the members appointed to the committee. O. Reg. 361/10, s. 6 (1); O. Reg. 204/15, s. 1.

Audit Committee members will be asked to put their names forward for consideration as Chair at the meeting.

Recommendation

Be it resolved that _____ be appointed as Chair of the Audit Committee for the 2022/2023 fiscal year

Respectfully submitted,

Roxana Negoï, Superintendent of Business Services and Treasurer



Halton District School Board

Date: September 27, 2022

FOR DECISION

TO: Audit Committee

FROM: Roxana Negoï, Superintendent of Business Services and Treasurer

RE: **Election of Audit Committee Vice-Chair 2022/2023**

Warrant

This report outlines the process to hold an election of the Audit Committee Vice-Chair

Background

The election of the Audit Committee Chair is required at the September meeting as per Audit Committee Regulation 361/10. The Halton District School Board Audit Committee also holds an election process for a Vice-Chair to act in the capacity of Chair in the absence of the Audit Committee Chair. The election of the Audit Committee Vice-Chair will follow the election of the Audit Committee Chair.

Audit Committee members will be asked to put their names forward for consideration as Vice-Chair at the meeting.

Recommendation

Be it resolved that _____ be appointed as Vice-Chair of the Audit Committee for the 2022/2023 fiscal year

Respectfully submitted,

Roxana Negoï, Superintendent of Business Services and Treasurer



Halton District School Board

Date: September 27, 2022

FOR DECISION

TO: Audit Committee

FROM: Roxana Negoï, Superintendent of Business Services and Treasurer

RE: **Audit Committee Annual Report to the Board of Trustees**

Background

The Halton District School Board (HDSB) Audit Committee met on September 27, 2022

The purpose of the meeting included;

1. To review the 2021/2022 Annual Reports to the Board of Trustees and to the Ministry

Review of 2021/2022 Audit Committee Annual Report to the Board of Trustees

Under Ontario Regulation 361/10, S. 15 (1), the Audit Committee shall submit to the board an annual report. The annual report contains the information prescribed under the regulation.

Review of the 2021/2022 Audit Committee Annual Report to the Ministry

Under Ontario Regulation 361/10, S. 15 (2), the board shall submit information to the Minister on audit work performed since the last report and work planned for the upcoming period. The annual report contains the information prescribed under the regulation.

Recommendation

Be it resolved that the Audit Committee approve the 2021/2022 Annual Report to the Board of Trustees and the 2021/2022 Annual Report to the Ministry and forward the reports to the Board of Trustees for acceptance.

Respectfully submitted,

Roxana Negoï, Superintendent of Business Services and Treasurer

Annual Report to the Board of Trustees For the year ended August 31, 2022

Public Session

This report summarizes the audit committee's actions for the year ending August 31, 2022.

Audit Committee Members

The Audit Committee consisted of the following members:

- Amy Collard, Chair, Trustee Representative
- Leah Reynolds, Trustee Representative
- Jeanne Gray, Trustee Representative
- Dan McKerrall, Vice-Chair, External Public Representative
- Sana Malik, External Public Representative

In addition, staff attendees at the Committee meetings included:

- Curtis Ennis – Director of Education
- Roxana Negoï – Superintendent of Business Services and Treasurer
- Jackie Sweetman – Controller of Financial Services
- Heather Camastro – Manager of Accounting
- Carrie Salemi – Manager of Accounting, School Financial Services
- Kathryn Samarin – Supervisor of School Financial Services
- Emmarie Jabat - Executive Assistant to the Superintendent of Business Services and Treasurer (start November 2021)
- Jenny Baker – Regional Internal Audit Manager (to September 2021)
- Andrea Eltherington – Regional Internal Audit Manager (start November 2021)
- Lilian Cheung – Partner, Audit & Assurance, Deloitte LLP

Additional trustee guests attending Audit Committee meetings are noted in the minutes.

Administrative Tasks

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

- requesting declaration of any conflicts of interest
- appointing an Audit Committee Chair and Vice-Chair
- developing a work plan;
- developing a meeting schedule and agenda for the year; and

- updating the Audit Committee Governance Policy and Audit Committee Governance Procedure
- evaluating the performance of the external auditors and regional internal auditors
- completing an annual committee self-evaluation

Meetings

The previous annual report (approved at Audit Committee meeting September 28, 2021) summarized the meetings up to September 28, 2021 and dealt with matters related to the 2020/2021 fiscal year. For matters dealing with 2021/2022, there were four meetings throughout the year. All meetings were held as planned. The regulation requires that the attendance record of the members of the committee be included in the report.

The members in attendance at each meeting were as follows:

Member's Name	November 9, 2021 (Virtual)	February 22, 2022 (Virtual)	May 3, 2022 (Virtual)	September 27, 2022 (Virtual) DRAFT
Amy Collard	X	X	X	
Jeanne Gray	X	X	X	
Leah Reynolds	X	X	X	
Dan McKerrall	X	X	X	
Sana Malik	X	X	X	

A meeting will be held in November 2022 for the presentation of the draft 2021/2022 audited financial statements.

The Regulation also requires the Audit Committee Chair to provide an oral or written report to the Board of Trustees summarizing the matters discussed at each meeting and a written report of any recommendations for the Board to approve. Information was provided to the Board of Trustees after each of the meetings.

Governance

The Audit Committee operated throughout the fiscal year ending August 31, 2022. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

External Auditors

The external auditors, Deloitte LLP, presented the scope and extent of their work for the 2021/2022 audited financial statements to the committee, which the committee reviewed and recommended for approval at the May 3, 2022 meeting. The external auditors confirm their independence in conjunction with the presentation of the draft financial statements. The Audit Committee reviewed and recommended the approval of the annual audited financial statements for the 2020/2021 year on November 9, 2021.

External audit services were tendered for the 2021/2022 fiscal year. The Audit Committee recommended the re-appointment of Deloitte LLP as the board's external auditors for 2021/2022 fiscal year during the meeting held February 22, 2022. This is consistent with the Audit Committee's responsibilities as outlined in the Audit Committee Governance Procedure.

Regional Internal Audit Team

The Audit Committee reviewed and approved the internal audit plans for the school board, reviewed, and discussed interim and year end reports summarizing the results of the audit work and recommendations made by the Regional Internal Audit Team.

Summary of the work performed

In addition to the items noted above, the following outlines further work performed by the Audit Committee in the last 12 months:

- Reviewed the fees charged by the external auditors in respect of the 2021/2022 financial statement audit;
- Followed up on any issues discussed at previous meetings;
- Discussed External and Regional Internal Audit Assessments;
- Held private meetings (i.e. exclusive of Management) with External Auditor and Regional Internal Auditors;
- Reviewed the Fraud Management and Prevention Policy and Risk Management Policy
- Received the Strategic Enterprise Risk Management Annual Report and Fraud Management Annual Report and ongoing updates throughout the year

The Audit Committee is grateful to all of the participants for the interchange of ideas and expertise from the attendees. It is the interaction of all involved that allows us to be successful and to satisfy our duties and responsibilities under Ontario Regulation 361/10.

On behalf of the Audit Committee

Amy Collard, Audit Committee Chair 2021/2022

Annual Report to the Board of Trustees and Forwarded To the Ministry of Education for the year ended August 31, 2022

District School Board Name: Halton District School Board

Fiscal Year: 2021/2022

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

Instructions

There are two sections to this template. Please fill out either #1 (a) or 1(b) as applicable and #2 below.

1. (a) The regional internal audit team did not undertake any internal audits or other engagements during the 2021-22 school year. However, the team undertook the following activities:

--

OR

1. (b) During the 2021-22 school year, the following internal audits or other engagements were expected to be performed as indicated in the annual or multi-year plan with the audit/engagement status as per August 31, 2022:

Audit Description	Status	Processes Audited	Processes Audited	Processes Audited
Student Mental Health and Well-Being	In Progress, Report being drafted	Impact of mental health on students' overall ability to learn		
Privacy (Follow-up Audit)	In Progress			

Page 1 of 2

AND

2. Based on the internal audit plan, we are expecting enrolment audits to be performed in the 2022-23 school year:

NO

If ‘YES’, please indicate the schools planned for enrolment audit (if known):

SCHOOL NAME

	Audit Committee Chair 2021-22	
Signature	Title	Date

Halton District School Board

Date: September 27, 2022

FOR DECISION

TO: Audit Committee
FROM: A. Collard, Chair, Audit Committee
RE: **Audit Committee Policy and Governance Procedure**

RECOMMENDATION

Be it resolved that the Audit Committee reviewed the Audit Committee Board Policy and recommend it to the Board of Trustees with no changes.

Be it resolved that Audit Committee recommend to the Board of Trustees an amendment to the Audit Committee Governance Procedure to revise the wording to “ensure minutes are taken at each meeting, and provided to committee members before the next meeting.”

The Audit Committee Governance Procedure is due for review this year.

To align with the wording in Ontario Regulation 361/10 – Audit Committees, Section 11(7), the following sentence is proposed to be amended.

From:

The Chair of the Audit Committee shall ensure that minutes are taken at each meeting, and provided to committee members “within the month following the meeting”.

To:

The Chair of the Audit Committee shall ensure that minutes are taken at each meeting, and provided to committee members “before the next meeting”.

There are no changes to the Audit Committee Board Policy recommended other than updating the revision and review dates.

Respectfully submitted,

Amy Collard
Chair, Audit Committee

BOARD POLICY	
Adopted	December 2019: M19-0170
Revised	
Review Date	<i>December 2022</i>

AUDIT COMMITTEE

OBJECTIVE

The Audit Committee of the Halton District School Board (the “HDSB”) is established in accordance with Section 253.1(1) of the *Education Act* RSO 1990 c E.2 and Regulation 361/10 made under the *Education Act*.

The Audit Committee of the Board of Trustees (the “**Board**”) is responsible for reviewing the HDSB’s financial reporting process, compliance matters, internal controls, risk management practices, and the processes and findings of the HDSB’s internal and external auditor, in accordance with the specific requirements identified in Ont. Reg. 361/10 and the Board’s Audit Committee Procedure.

The Board recognizes that the Audit Committee plays a key role in supporting the Board in meeting its responsibilities under Section 169.1 of the Education Act, and in particular Section 169.1(1)(b) which states that the Board shall “*ensure effective stewardship of the Board’s resources*”, and Section 169.1(5) which provides:

Every Board shall,

- a) *effectively use the resources entrusted to it;*
- b) *use the resources entrusted to it for the purposes of delivering effective and appropriate education; and*
- c) *manage the resources entrusted to it in a manner that upholds public confidence.*

Related Legislation

Education Act RSO 1990 c E.2, at Part VI – Boards, S.253.1 (*Audit Committee*);
Regulation 361/10 “Audit Committees”

Related Board Policies and Procedures

Operational Leadership
Policy Development and Review
Governance By-Law

Related Ministry Documents

Ministry of Education B and SB Memoranda

**HALTON DISTRICT SCHOOL BOARD
GOVERNANCE PROCEDURE
AUDIT COMMITTEE PROCEDURE**

POLICY

This Procedure is made pursuant to the Board's Audit Committee Policy.

PURPOSE

This Governance Procedure provides direction to the Board of Trustees (the "**Board**") and the HDSB's Audit Committee.

LEGAL FRAMEWORK

The Audit Committee is established in accordance with Section 253.1(1) of the *Education Act* RSO 1990 c E.2 and Regulation 361/10 made under the *Education Act*.

Terms used in this Procedure shall have the same meaning as in Regulation 361/10.

AUDIT COMMITTEE MEMBERSHIP

Regulation 361/10 provides that the Audit Committee's membership shall be comprised of five (5) members, as follow:

- a) three Trustees, who are appointed in accordance with the Board's By-law; and
- b) two persons who are not Trustees, who are eligible and are appointed in accordance with this Procedure.¹

ELIGIBILITY OF NON-TRUSTEE MEMBERS

A person who is not a Trustee is eligible to be appointed to the Audit Committee only if they,

- a) have accounting, financial management or other relevant business experience that would enable them her to understand the accounting and auditing standards applicable to the board;
- b) are not an employee or officer of the HDSB or of any other school board at the time of their appointment;
- c) do not have a conflict of interest at the time of their appointment; and
- d) are identified by the selection committee described in herein as a potential candidate for appointment to the Audit Committee.²

SELECTION COMMITTEE

The Halton District School Board (the "**HDSB**") shall form a selection committee for the purpose of identifying potential non-Trustee candidates for appointment to the Audit Committee, to be comprised of:

- a) the Director of Education;
- b) a senior business official of the HDSB; and
- c) the Chair of the Board or a Trustee designated by the Chair.³

TERM

A Trustee member of the Audit Committee shall be appointed for a term of four (4) years.⁴ A Trustee may be appointed for an unlimited number of terms.⁵

A non-Trustee member of the Audit Committee shall be appointed for a term of three (3) years,⁶ and

¹ Section 3(1)2

² Section 4(1)

³ Section 5(1) and (2)

⁴ Section 7(1)

⁵ Section 7(3)

⁶ Section 7(2)

may serve a maximum of two terms,⁷ unless:

- a) HDSB has advertised the position for at least thirty (30) days; and
- b) after thirty (30) days the selection committee has not identified any potential candidates.⁸

in which case a non-Trustee member may serve an additional term or terms.

When the term of a member of the Audit Committee expires, the person shall continue to be a member until such time as a successor is appointed or the member is reappointed.⁹

VACANCIES

An Audit Committee member who is a Trustee vacates their position if:

- a) they are convicted of an indictable offence; or
- b) they are absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence.¹⁰

An Audit Committee member who is non-Trustee vacates their position if,

- a) they are convicted of an indictable offence;
- b) they are absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence;
- c) they become an employee or officer of the HDSB or of any other school board; or
- d) it is discovered that they had a conflict of interest at the time of their appointment and failed to disclose it.¹¹

If a position on the Audit Committee becomes vacant, the position shall be filled as soon as possible in accordance with the appointment process described herein.¹²

A person who is appointed to fill a vacancy shall hold the position for the remainder of the term of the member whose position became vacant.¹³ A partial term shall nonetheless constitute a full term for the purposes of calculating the maximum number of terms.

DECLARATION OF CONFLICT OF INTEREST

A conflict of interest for the purposes of this Procedure is defined as having a parent, child, or spouse who is employed by HDSB.¹⁴

Each member of the Audit Committee shall, upon appointment and at the first meeting of the fiscal year every year of their term thereafter, submit a written declaration to the Chair stating whether they have a conflict of interest.¹⁵

A committee member who becomes aware of a conflict subsequent to having made such a written declaration shall immediately disclose the interest in a written statement to the Chair.¹⁶

⁷ Section 7(4)

⁸ Section 7(4)

⁹ Section 7(5)

¹⁰ Section 8(1)

¹¹ Section 8(2)

¹² Section 8(3)

¹³ Section 8(4)

¹⁴ Section 4(2)

¹⁵ Section 14(1)

¹⁶ Section 14(2)

In addition to the foregoing, where a committee member's parent, child or spouse could derive any financial benefit relating to an item on the committee's agenda, the committee member shall declare the potential benefit at the start of the committee meeting and withdraw from the meeting during the discussion of the matter, and shall not vote on the matter.¹⁷ The minutes of the meeting shall include a detailed description of the potential benefit so declared.¹⁸

Quorum shall not be affected by reason of the absence of a committee member who has declared a conflict of interest or potential benefit.¹⁹

COMMITTEE CHAIR AND VICE-CHAIR

The Chair of the Audit Committee shall be elected by and from amongst the members of the committee at the first meeting in each fiscal year,²⁰ for a one year term.²¹

The duties of the Chair shall include:

- a) presiding over Audit Committee meetings;
- b) ensuring the development of meeting agenda which reflect the priorities and responsibilities of the Audit Committee;
- c) communicating with the Board, as authorized by resolution of the committee; and
- d) such other duties as may be assigned by the committee from time to time.

The Vice-Chair of the Audit Committee shall be elected by and from amongst the members of the committee at the first meeting in each fiscal year, for a one year term.

The Vice-Chair will preside over the meeting as Chair if the Chair is not physically present at the meeting. The Vice-Chair shall preside over the discussion, debate and vote of a particular agenda item or resolution if the Chair declares a conflict of interest relating to the that agenda item or resolution.

If neither the Chair nor the Vice-Chair are able to preside, the members who are present in person or by electronic means may elect a member to act as Chair.²²

The Chair of the Audit Committee shall ensure that minutes are taken at each meeting, and provided to committee members before the next meeting. ~~within the month following the meeting.~~²³

MEETINGS

The Audit Committee shall meet at least three (3) times in each fiscal year, at the call of the Chair, and at such other times as the Chair considers advisable.²⁴

The first meeting of each fiscal year shall be held no later than September 30.²⁵

Committee members other than the Chair may attend a meeting by electronic means, and any members so attending shall be deemed to be present.²⁶

¹⁷ Section 14(3)

¹⁸ Section 14(5)

¹⁹ Section 14(4)

²⁰ September 1 to August 31

²¹ Section 6(2)

²² Section 6(2)

²³ Section 11(7)

²⁴ Section 11(1)

²⁵ Section 11(2)

²⁶ Regulation 463/97

Meetings of the Audit Committee shall be open to the public, except that the committee may meet *in camera* as allowable under Section 207(2) of the *Education Act*, reproduced at Appendix G of this Procedure.

The Audit Committee will provide members of the public with two-way, participatory access through delegation and/or the gathering of electronically submitted questions.

SUPPORT

The Audit Committee may request that any of the following staff attend a meeting:

- a) Director of Education or designate;
- b) Superintendent of Business Services and Treasurer;
- c) Controller of Financial Services;
- d) External Auditor(s);
- e) Regional Internal Audit Team;
- f) Manager of Accounting; and/or
- g) Staff assigned to take minutes.

VOTING

The Audit Committee shall make decisions by resolution.²⁷

Each member of the Audit Committee shall have one vote.²⁸ In the event of a tie vote, the Chair is entitled to cast a second and deciding vote.²⁹

QUORUM

The Audit Committee shall have quorum if:

- a) a majority of the committee members are present; and
- b) there is at least one member present who is not a Trustee.³⁰

DUTIES OF THE AUDIT COMMITTEE

The Audit committee has the following duties as outlined in Regulation 361/10 and reproduced in the Appendices to this Procedure, as follows:

- a) related to the HDSB's financial reporting process, Appendix A;
- b) related to the HDSB's internal controls, Appendix B;
- c) related to the HDSB's internal auditor, Appendix C;
- d) related to the HDSB's external auditor, Appendix D;
- e) related to the HDSB's compliance matters, Appendix E;
- f) related to the HDSB's risk management, Appendix F.

REPORT TO THE BOARD

The Audit Committee shall report to the Board annually, and at any other time required by the Board, on the committee's performance of its duties.³¹

The Audit Committee shall submit a written annual report to the Board, by a date specified by the Board, to include:

- (a) any annual or multi-year audit plan of the HDSB's internal auditor;

²⁷ Section 11(4)

²⁸ Section 11(3)

²⁹ Section 11(5)

³⁰ Section 11(6)

³¹ Section 9(7)

- (b) a description of any changes made to a plan referred to in clause (a) since the last report of the committee;
- (c) a summary of the work performed by the internal auditor since the last annual report of the committee, together with a summary of the work the auditor expected to perform during the period, as indicated in the plan referred to in clause (a);
- (d) a summary of risks identified and findings made by the internal auditor; and
- (e) a summary of any enrolment audits planned by the internal auditor.³²

The Board shall submit the information in clauses (c) and (e) above to the Minister in each fiscal year on or before a date specified by the Minister.³³

The Audit Committee shall submit a report to the Board in each fiscal year on or before a date specified by the Board, and at any other time as may be requested by the Board, that includes,

- (a) a summary of the work performed by the committee since the last report;
- (b) an assessment by the committee of the HDSB's progress in addressing any findings and recommendations that have been made by the internal or external auditor;
- (c) a summary of the matters addressed by the committee at its meetings;
- (d) the attendance record of members of the committee; and
- (e) any other matter that the committee considers relevant.³⁴

POWERS OF THE AUDIT COMMITTEE

In carrying out its functions and duties, the Audit Committee has the power to,

- (a) retain counsel, accountants or other professionals to advise or assist the committee, providing the committee obtains the prior approval of the Board;
- (b) meet with, or require the attendance at a committee meeting of:
 - i. member(s) of the Board of Trustees;
 - ii. HDSB's staff;
 - iii. HDSB internal or external auditor; or
 - iv. legal counsel or representatives from a reporting entity of the HDSB,
 and require such persons or entities to provide any information and explanation that may be requested;
- (c) where the committee determines it is appropriate, meet with HDSB's external or internal auditor, or with any HDSB staff, without the presence of other HDSB staff or Trustees, other than Trustees who are members of the Audit Committee;
- (d) require HDSB's internal or external auditor to provide reports to the committee; and
- (e) have access to all HDSB records that were examined by the internal or external auditor.

DECORUM

All Audit Committee members shall participate in committee meetings in a manner which adheres to the Board's Code of Conduct.³⁵

The presiding officer may expel or exclude from the meeting any person who has been guilty of improper conduct at a meeting.³⁶

REMUNERATION AND EXPENSES

Audit Committee members shall not receive remuneration for serving as a member of the committee, except that:

³² Section 15(1)

³³ Section 15(2)

³⁴ Section 15(3)

³⁵ Section 12

³⁶ *Education Act*, Section 207(3), reproduced at Appendix G

- a) Trustee members may receive an attendance honorarium in accordance with the Board's Trustee Honorarium Policy;
- b) a committee member may be reimbursed for expenses incurred as a member of the Audit Committee, in accordance with the HDSB Expense policy.³⁷

Related Statutes

Education Act, RSO 1990 c E.2, S.207(2) (*in camera*); S.208.1 (*electronic meetings*); S.191 (*Honoraria*); S.253.1(1)(*Audit Committee*)

Related Education Act Regulations

Regulation 361/10 "*Audit Committee*"

Regulation 463/97 "*Electronic Meetings*"

Regulation 357/06 "*Honoraria for Board Members*"

Related Board Policies and Procedures

Electronic Meetings

Operational Leadership

Policy Development and Review

Governance By-Law

Trustee Honoraria

Related Ministry Documents

Ministry B and SB Memoranda

³⁷ Section 13

APPENDIX A**AUDIT COMMITTEE
Duties Related to the Board's Financial Reporting Process**

Subsection 9(1) of Regulation 361/10 states as follows:

9(1) An audit committee of a board has the following duties related to the board's financial reporting process:

- 1. To review with the director of education, a senior business official and the external auditor the board's financial statements, with regard to the following:*
 - i. Relevant accounting and reporting practices and issues.*
 - ii. Complex or unusual financial and commercial transactions of the board.*
 - iii. Material judgments and accounting estimates of the board.*
 - iv. Any departures from the accounting principles published from time to time by the Canadian Institute of Chartered Accountants that are applicable to the board.*
- 2. To review with the director of education, a senior business official and the external auditor, before the results of an annual external audit are submitted to the board,*
 - i. the results of the annual external audit,*
 - ii. any difficulties encountered in the course of the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information,*
 - iii. any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit, and*
 - iv. any significant disagreements between the external auditor and the director of education or a senior business official and how those disagreements were resolved.*
- 3. To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the audit committee members and reflect accounting principles applicable to the board.*
- 4. To recommend, if the audit committee considers it appropriate to do so, that the board approve the annual audited financial statements.*
- 5. To review with the director of education, a senior business official and the external auditor all matters that the external auditor is required to communicate to the audit committee under generally accepted auditing standards.*
- 6. To review with the external auditor material written communications between the external auditor and the director of education or a senior business official.*
- 7. To ask the external auditor about whether the financial statements of the board's reporting entities, if any, have been consolidated with the board's financial statements.*
- 8. To ask the external auditor about any other relevant issues.*

APPENDIX B
AUDIT COMMITTEE

Duties Related to the Board's Internal Controls

Subsection 9(2) of Regulation 361/10 states as follows:

9(2) An audit committee of a board has the following duties related to the board's internal controls:

- 1. To review the overall effectiveness of the board's internal controls.*
- 2. To review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the board's staff to those findings and recommendations.*
- 3. To discuss with the board's officials the board's significant financial risks and the measures the officials have taken to monitor and manage these risks.*

APPENDIX C

AUDIT COMMITTEE

Duties Related to the Board's Internal Auditor

Subsection 9(3) of Regulation 361/10 states as follows:

9(3) An audit committee of a board has the following duties related to the board's internal auditor:

- 1. To review the internal auditor's mandate, activities, staffing and organizational structure with the director of education, a senior business official and the internal auditor.*
- 2. To make recommendations to the board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.*
- 3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.*
- 4. To review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.*
- 5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document International Standards for the Professional Practice of Internal Auditing, as amended from time to time, published by The Institute of Internal Auditors and available on its website.*
- 6. To meet on a regular basis with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed.*
- 7. To review with the director of education, a senior business official and the internal auditor,*
 - i. significant findings and recommendations by the internal auditor during the fiscal year and the responses of the board's staff to those findings and recommendations,*
 - ii. any difficulties encountered in the course of the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information, and*
 - iii. any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit.*

APPENDIX D
AUDIT COMMITTEE

Duties Related to the Board's External Auditor

Subsection 9(4) of Regulation 361/10 states as follows:

9(4) An audit committee of a board has the following duties related to the board's external auditor:

- 1. To review at least once in each fiscal year the performance of the external auditor and make recommendations to the board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.*
- 2. To review the external auditor's audit plan, including,*
 - i. the external auditor's engagement letter,*
 - ii. how work will be co-ordinated with the internal auditor to ensure complete coverage, the reduction of redundant efforts and the effective use of auditing resources, and*
 - iii. the use of independent public accountants other than the external auditor of the board.*
- 2.1 To make recommendations to the board on the content of the external auditor's audit plan and on all proposed major changes to the plan.*
- 3. To review and confirm the independence of the external auditor.*
- 4. To meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes should be discussed.*
- 5. To resolve any disagreements between the director of education, a senior business official and the external auditor about financial reporting.*
- 6. To recommend to the board a policy designating services that the external auditor may perform for the board and, if the board adopts the policy, to oversee its implementation.*

APPENDIX E
AUDIT COMMITTEE

Duties Related to the Board's Compliance Matters

Subsection 9(5) of Regulation 361/10 states as follows:

9(5) An audit committee of a board has the following duties related to the board's compliance matters:

- 1. To review the effectiveness of the board's system for monitoring compliance with legislative requirements and with the board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the board's director of education, supervisory officers or other persons employed in management positions to address the non-compliance.*
- 2. To review any significant findings of regulatory entities, and any observations of the internal or external auditor related to those findings.*
- 3. To review the board's process for communicating any codes of conduct that apply to board members or staff of the board to those individuals and the board's process for administering those codes of conduct.*
- 4. To obtain regular updates from the director of education, supervisory officers and legal counsel regarding compliance matters.*
- 5. To obtain confirmation by the board's director of education and supervisory officers that all statutory requirements have been met.*

APPENDIX F
AUDIT COMMITTEE

Duties Related to the Board's Risk Management

Subsection 9(6) of Regulation 361/10 states as follows:

9(6) An audit committee of a board has the following duties related to the board's risk management:

- 1. To ask the board's director of education, a senior business official, the internal auditor and the external auditor about significant risks, to review the board's policies for risk assessment and risk management and to assess the steps the director of education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks.*
- 2. To perform other activities related to the oversight of the board's risk management issues or financial matters, as requested by the board.*
- 3. To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing.*

APPENDIX G
AUDIT COMMITTEE
IN CAMERA MEETINGS

Education Act

Open meetings of the board

S.207 (1) Subject to subsections (2) and (2.1), the meetings of a board and the meetings of a committee of the board, including a committee of the whole board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.

Closing of certain committee meetings

(2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

(a) the security of the property of the board;

(b) the disclosure of intimate, personal or financial information in respect of a Member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;

(c) the acquisition or disposal of a school site;

(d) decisions in respect of negotiations with employees of the board; or

(e) litigation affecting the board.

Closing of meetings re certain investigations

(2.1) A meeting of a board or of a committee of a board, including a committee of the whole board, shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the board. 2014, c. 13, Sched. 9, s. 19 (2).

Exclusion of persons

(3) The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

Halton District School Board

Public Session

Date: September 27, 2022

FOR INFORMATION

TO: The Chair and Members of the Audit Committee
Halton District School Board

FROM: Roxana Negoï, Superintendent of Business Services and Treasurer

RE: Agreed-upon Procedures Report – Seven-Month Report

The purpose of this report is to inform the Audit Committee of the recent Seven-Month Report and “Accountants’ Report with respect to the period from September 1, 2021, to March 31, 2022” dated May 13, 2022 submitted to the Ministry of Education.

Background:

Under Public Sector Accounting Board (PSAB) standards, the province is required to consolidate broader public sector organizations into the province’s audited financial statements. To meet this requirement, the Seven-Month Report (also known as the “March Report”) must be completed annually by school boards.

The fiscal year of the Province is April 1 to March 31. This fiscal year for school boards is September 1 to August 31. In order to consolidate the financial statements of school boards into those of the Province, it is necessary for school boards to complete a Seven-Month Report each year covering the period September 1 to March 31. School boards must provide the asset and liability account balances as at March 31, Seven-Month revenues and expenses, supplementary notes information, government reporting entity balances and the Seven-Month capital activity. The Board’s auditor performs agreed-upon procedures as prescribed by the Ministry of Education on some of the schedules relating to the Seven-Month Report. The auditors then issue an Accountants Report with the results of the performance of the agreed-upon procedures.

Attached as Appendix A is the Agreed-upon Procedures Report with respect to the period from September 1, 2021, to March 31, 2022” dated May 13, 2022, prepared by the Board’s external auditor, Deloitte LLP, in accordance with the Canadian Standards on Related Services (CSRS) 4400, Agreed-Upon Procedures Engagements. The agreed-upon procedures engagement is not an assurance engagement and as such does not constitute a full audit.

The report identifies the responsibilities of both parties and outlines specific procedures performed including the results of those procedures. It is divided into three sections:

1. Section I (Schedules 19&20) details the Operating Revenues and Expenditures for the seven months,
2. Section II (Schedule 22) details the Capital Asset Activities for the seven months and
3. Section III (Schedule 22A) details the Assets held for Sale.

Halton District School Board

There were no exceptions noted as a result of the procedures that were performed.

Attached as Appendix B are the supporting schedules from the Education Finance Information System (EFIS) and include:

1. Schedule 19 - Consolidated Statement of Financial Position
2. Schedule 20 - Revenues and Expenses at March 31, 2022
3. Schedule 22 – Tangible Capital Asset Continuity
4. Schedule 22A – Assets Held For Sale Continuity

Conclusion:

The EFIS schedules were submitted to the Ministry on May 11, 2022, and the Accountants' Report for the period September 1, 2021, to March 31, 2022, on May 16, 2022. The Ministry uses the information included in the Seven-Month Report to support the province's Public Accounts process.

Respectfully submitted,

Roxana Negoï

Superintendent of Business Services and Treasurer

Agreed-upon Procedures Report

Halton District School Board
For the period from September 1, 2021 to March 31, 2022

To Management of

Halton District School Board

Purpose of this Agreed-Upon Procedures Report

Our report is solely for the purpose of assisting Halton District School Board (the “School Board”) in determining whether its Schedules 19, 20, 22 and 22A of the EFIS of the School Board as at and for the period ended March 31, 2022 is compliant with the Ministry of Education’s Instructions for Reporting March 31, 2022 Balances for Provincial Consolidation Reporting Purposes dated March 2022 and may not be suitable for another purpose.

Responsibilities of the Engaging Party

The School Board has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement.

The School Board is responsible for the subject matter on which the agreed-upon procedures are performed.

Practitioner's Responsibilities

We have conducted the agreed-upon procedures engagement in accordance with the Canadian Standard on Related Services (CSRS) 4400, Agreed-Upon Procedures Engagements. An agreed-upon procedures engagement involves our performing the procedures that have been agreed with the School Board, and reporting the findings, which are the factual results of the agreed-upon procedures performed. We make no representation regarding the appropriateness of the agreed-upon procedures.

This agreed-upon procedures engagement is not an assurance engagement. Accordingly, we do not express an opinion or an assurance conclusion.

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Professional Ethics

We have complied with the ethical requirements in the rules of professional conduct of the Chartered Professional Accountants of Ontario and the independence requirements in accordance with Rule 204 therein.

Procedures and Findings

We have performed the procedures described below, which were agreed upon with the School Board in the terms of engagement dated April 1, 2018 and subsequent confirmation of changes dated April 28, 2022, on Schedules 19, 20, 22 and 22A of the EFIS of the School Board as at and for the period ended March 31, 2022.

I. Schedules 19 and 20 of EFIS of the School Board

We have obtained Schedules 19 and 20 of EFIS from the School Board and performed the following:

1. With respect to Column A.1 we performed the following at March 31, 2022:
 - a. We obtained a summary of the trial balance (or general ledger) at March 31, 2022 of the School Board and agreed the subtotals to Column A.1 of Schedules 19 and 20 and found them to be in agreement.
 - b. We agreed the following 5 items (assets/ liabilities/ accumulated surplus/(deficit)/revenues/ expenses) over \$700,000 from the summary referred to in (1) a) above, to the general ledger and found them to be in agreement.

Description in Summary	Amount at March 31, 2022
AR Municipalities	\$6,033,832
Cash	\$114,057,448
Other Employee Benefits Payable	\$12,996,834
Amounts From Deferred Revenue – Other Third Party	\$1,305,751
Fees and Contract Services	\$28,864,730

2. If applicable, we obtained the entry to reverse any amounts recorded during the seven-month period for school generated funds. We agreed the entry to supporting documentation and agreed to Column A.2 on Schedule 19 and 20.

The School Board did not reverse any amounts recorded during the seven-month period; therefore, this procedure was not applicable.

3. If applicable, we obtained the entry to reverse any amounts recorded during the seven-month period for subsidiaries. We agreed the entry to supporting documentation and Schedules 19 and 20 (Column A.3).

The School Board did not reverse any amounts recorded during the seven-month period; therefore, this procedure was not applicable.

4. We obtained a summary of the Column B.1 adjustments on Schedules 19 and 20, if any, to reverse entries over \$700,000 which recorded receivables and payables at August 31, 2021 and were not reversed in the School Board's general ledger during the subsequent period. We randomly selected 20% of the entries (a minimum of 5), agreed them to the supporting documentation and verified the amount was included in the summary of the entries. We agreed the summary of the entries to Column B.1 of Schedule 19 "Consolidated Statement of Financial Position", and Schedule 20 "Revenues and Expenses", as applicable.

The School Board did not report any Column B.1 adjustments; therefore, this procedure was not applicable.

5. We obtained a summary of Column B.2 accrual adjustments on Schedules 19 and 20, if any, for adjustments over \$700,000 related to the period prior to March 31, 2022. We randomly selected 20% of the entries (a minimum of 5), agreed them to the supporting documentation and verified the amount included in the summary of the entries related to the period prior to March 31, 2022. We agreed the summary of the entries to Column B.2 of Schedule 19 "Consolidated Statement of Financial Position", and Schedule 20 "Revenues and Expenses", as applicable.

The School Board recorded one adjustment in Column B.2, which we have selected and agreed to supporting documentation:

Description of accrual	Amount at March 31, 2022
Fees From Individual – Day School Accrual	\$1,763,658

6. With respect to Column B.3 adjustments made to accrue the Ontario Financing Authority (OFA) loan interest, we recalculated the accrued amount and agreed to the adjustment on column B.3 of Schedule 19 and 20.

We recalculated the accrued amount and agreed to the adjustment on column B.3 of Schedule 19 and 20 without exception.

7. We obtained supporting documentation for any Column C.1 adjustments made to reclassify Ministry Revenue between the various categories on Schedule 20 "Revenue". We agreed 2 entries to the supporting documentation.

We selected the only entry and agreed to supporting documentation:

Description of ministry revenue	Amount at March 31, 2022
Provincial grant for Principal and Vice-Principal 1% Retro Payment	\$430,061

8. With respect to the revenue recorded for municipal taxes over \$700,000, we performed the following:

- a. With respect to the tax revenue for the period from September 1, 2021 to December 31, 2021:

We agreed the 2021 municipal tax revenue to the most current supporting documentation (for a maximum of two municipalities) and recalculated the revenue for the period by subtracting the amount included in revenue in the August 31, 2021 audited financial statements (being 62% of the 2021 tax revenue as included in Schedule 11B of EFIS for the year ended August 31, 2021) from the total 2021 tax revenues (based on most current information).

We selected the following two municipalities and performed our procedure without exception:

Municipality	2021 Tax Revenue
Milton	\$47,352,128
Burlington	\$83,987,348

- b. With respect to the tax revenue for the period from January 1, 2022 to March 31, 2022:

We recalculated the tax revenue for the period from January 1, 2022 to March 31, 2022 for Milton and Burlington with no exceptions.

- c. We agreed the 2021 supplementary taxes and write offs (for a maximum of two municipalities) to supporting documentation and recalculated the revenue for the period by subtracting the amount included in line 3.4 in Schedule 9 of the 2020-2021 financial statements.

We selected Milton and Burlington, then agreed 2021 supplementary taxes and write-offs to supporting documentation and performed recalculation with no exceptions.

- d. If an amount greater than \$700,000 was reported on line 3.4, Column C.2 of Schedule 20 "Revenue", we asked management for the supporting listing that totaled the amount on line 3.4. We calculated the difference between the 2022 supplementary taxes and write-offs based on most current information and 2021 supplementary taxes and write-offs and agreed to the amounts on the listing (for a maximum of two municipalities).

The School Board did not report an amount on line 3.4, column C.2 of Schedule 20; therefore, this procedure is not applicable.

- e. We agreed the total of 8a), 8b), 8c) and 8d), above to Local Taxation (line 3.5) in Column E on Schedule 20 "Revenue" after the adjustment, if any, in Column C.2. We agreed the adjustment amount to Schedule 19, "Consolidated Statement of Financial Position" Column C.2, line 1.4 or line 2.3.

The School Board did not report an amount in column C.2; therefore, this procedure is not applicable.

9. We recalculated the calculation of the allocation of tuition revenues to the period using the prescribed methodology prorated on the related number of school days. We agreed the adjustment, if over \$700,000, made to reflect this calculation in Schedule 20 "Revenue", and Schedule 19 "Consolidated Statement of Financial Position" in Column C.3.

We recalculated the deferral adjustment relating to tuition revenue of \$1,763,658 recorded in column B.2 on Schedules 19 and 20 with no exceptions.

10. With respect to salaries and benefits earned for the period, we obtained the payroll paid and payroll earned during the period from the School Board, and performed the following:
- a. We obtained a listing of the general ledger entries and agreed the following amounts paid to the payroll journal, selecting from different employee groups, a maximum of five entries.

Description	Amount
E-Schools Centralized Salaries	\$553,838
E-Special Education Salaries	\$62,382
S-School Admin Salaries	\$106,725
C-Human Resources Benefits	\$10,145
C-Student Success Benefits	\$1,932

11. We obtained the calculation of the vacation pay accruals for any amounts over \$700,000 and performed the following:
- a. We obtained the supporting documentation for the two employee groups with the largest vacation pay accruals.

Employee Groups selected
MASS (Admin)
"SO" Employee Group

- b. We agreed a sample of the following five employees (allocated between the employee groups) to the records of vacation days outstanding, and the payroll rate. We recalculated the accrued vacation pay for those five employees.

Employee ID #	Employee Group
24403	SO
14996	SO
17570	MASS
24640	MASS
18788	MASS

- c. We agreed the adjustment to Column C.5 on Schedule 19, "Consolidated Statement of Financial Position" and Schedule 20 "Expenses".
12. We recalculated and compared to the School Board's prorated calculation of the employee future benefits liability and related expense adjustment, using the 2021-2022 estimates provided in the actuarial assessment at August 31, 2021 and found no differences. If 2021-2022 estimates are not provided in the August 31, 2021 assessment, we confirmed if the School Board has used 2020-2021 expenses as the basis for prorating. We agreed the total employee future benefits liability to the total in Column E, after the required adjustment to Column C.6, on Schedule 19, "Consolidated Statement of Financial Position", line 2.20. We agreed the adjustment to expenses to the total in Column C.6 on Schedule 20, "Expenses"

The School Board did not report any employee future benefits liability adjustments over \$700,000; therefore, this procedure was not applicable.

13. We performed the following with respect to any other adjustments over \$700,000 provided by the School Board:

- a. We obtained a summary of the other adjustment entries included in Column C.7 which related to the period prior to March 31, 2022 and required adjustment in Schedule 19 and 20.

The School Board did not report any Column C.7 adjustments over \$700,000; therefore, this procedure was not applicable.

- b. We randomly selected 20% of the entries provided in a) above (a minimum of 5) over \$700,000 as detailed below and compared to the supporting documentation. We confirmed the amount related to the period prior to March 31, 2022 was included in the summary of entries.

The School Board did not report any Column C.7 adjustments over \$700,000; therefore, this procedure was not applicable.

- c. We recalculated the summary of entries which required adjustment and agreed the adjustment to Column C.7 on Schedule 19 and 20. We observed that the entries balanced between Schedule 20, "Revenues and Expenses" and Schedule 19, "Consolidated Statement of Financial Position".

The School Board did not report any Column C.7 adjustments over \$700,000; therefore, this procedure was not applicable.

- d. We enquired whether any statement of financial position items, which are historically adjusted in the General Ledger at August 31 each year, were considered and included in the adjustments provided in a). (Note that items to be considered include accrued liabilities, receivables, interest on sinking fund assets, etc.)
- e. We enquired whether any items, historically included in the General Ledger as a net amount during the year and restated to report as gross revenue and expenses at August 31 each year, were considered and included in the adjustments provided in a). (Note that items to be considered include special projects, federal government grants, capital projects, etc.)

14. With respect to the School Generated Funds, we obtained the amounts included in the Consolidated Statement of Financial Position in the audited financial statements for the year ended August 31, 2021, agreed to supporting documentation and Schedule 19, "Consolidated Statement of Financial Position" in Column G.

We agreed Column G of Schedule 19 to the August 31, 2021 audited financial statements and supporting documentation with no exceptions.

15. With respect to the Subsidiaries, we obtained the amounts included in the Consolidated Statement of Financial Position in the audited financial statements for the year ended August 31, 2021, agreed to supporting documentation and agreed to the Schedule 19, "Consolidated Statement of Financial Position" Column H.

The School Board did not report any amounts in Column H; therefore, this procedure was not applicable.

II. Schedule 22

1. We obtained a detailed listing of tangible capital assets by asset class and agreed totals to corresponding columns by asset class in Schedule 22 of EFIS – "Tangible Capital Asset Continuity".

2. We conducted the following procedures with respect to additions to buildings (40 years) and land for the period September 1, 2021 to March 31, 2022:
- a. From the detailed listing of tangible capital assets for the seven-month period supporting the data in Schedule 22, we selected a sample of seven additions (five buildings and two land) as follows:

Asset Name	Asset ID #	Amount
Building		
Brookdale PS	260	\$132,141
EW Foster S	712	\$299,676
Emily Carr PS	11051	\$22,782
J M Denyes PS	1169	\$104,931
Kings Road PS	1290	\$144,441
Land		
Elsie MacGill SS	24594	\$333,550
Milton 12 Elementary	25375	\$1,072,912

- b. We selected one cost component included in each addition selected in a. and agreed the cost to specific documentation as follows:

Asset Name	Asset ID #	Supporting Documentation	Selected Amount
Building			
Brookdale PS	260	Invoice #: 607	\$57,059
EW Foster S	712	Invoice #: CP059095	\$36,133
Emily Carr PS	11051	Invoice #: 9960	\$22,782
J M Denyes PS	1169	Invoice #: CP12781	\$62,191
Kings Road PS	1290	Invoice #: CP04R5516	\$33,855
Land			
Elsie MacGill SS	24594	Invoice #: 21243	\$5,597
Milton 12 Elementary	25375	Invoice #: CP011486	\$141,792

- c. For the sample selected in b) we confirmed that the items were recorded in accordance with the "District School Board & School Authority Tangible Capital Assets Provincial Accounting Policies & Implementation Guide" dated April 2022.

3. We conducted the following procedures with respect to Construction in Progress (CIP) assets:

- a. From the detailed listing of tangible capital assets for the seven-month period we selected two additions to CIP as follows:

Asset Name	Asset ID #	Amount
Frontenac PS	861	\$120,407
Rattlesnake Point PS	24837	\$5,324,459

- b. We selected one cost component included in each addition selected in a. and agreed the costs to specific documentation as follows:

Asset Name	Asset ID #	Selected Amount	Supporting Documentation
Frontenac PS	861	\$27,012	Invoice #: CP1271612REV2
Rattlesnake Point PS	24837	\$515,389	Invoice #: CP091420

- c. For the sample selected in b) we confirmed that the items were recorded in accordance with the "District School Board & School Authority Tangible Capital Assets Provincial Accounting Policies & Implementation Guide" dated April 2022.
- d. We selected one item from CIP that was transferred into an in-service asset class and performed the following:

Asset Name	Asset ID #	Selected Amount	Supporting Documentation
Nelson HS	5535	\$13,554,750	See (e.) below

- e. We traced the related project to an authorized completion certificate or equivalent.

We agreed the above to the official certificate of substantial performance of the contract under section 32 of the act, without exceptions.

4. We conducted the following procedure with respect to amortization of buildings:

- a. From the detailed listing of tangible capital assets for the seven-month period we selected a sample of five amortization expenses as follows:

Asset Name	Asset ID #	Amount
Building		
Alexander's Public School	10824	\$227,359
Clarksdale PS	461	\$246,910
Florence Meares Public School	10391	\$224,543
Glen Williams PS	926	\$163,987
Maple Grove PS	1444	\$261,085

- b. We recalculated the amortization in accordance with the "District School Board & School Authority Tangible Capital Assets Provincial Accounting Policies & Implementation Guide" dated April 2022 and agreed to the amortization reported in the detailed listing of tangible capital assets for the 7-month period for the assets selected.

5. We conducted the following with respect to disposals of buildings and land:

- a. From the detailed listing of tangible capital assets for the seven-month period we selected a sample of three disposals as follows:

The School Board did not report any disposals or write-downs for the seven-month period; therefore, this procedure is not applicable.

- b. We agreed the proceeds of disposition for the items selected in a. above to supporting documentation (indicate the supporting documentation, i.e., Agreement of Purchase and Sale).

The School Board did not report any disposals or write-downs for the seven-month period; therefore, this procedure is not applicable.

- c. We recalculated the gain/loss on disposal for the items selected in a. above and agreed to the gain/(loss) on disposal for that asset to the School Board's data.

The School Board did not report any disposals or write-downs for the seven-month period; therefore, this procedure is not applicable.

III. Schedule 22A

1. We obtained a detailed listing of assets held for sale by asset class and agreed totals to corresponding columns by asset class in Schedule 22A of EFIS – “Assets Held for Sale Continuity”.
2. We conducted the following procedures for assets held for sale with respect to additions to land and land improvements with infinite lives, and building and land improvements with finite lives, for the period September 1, 2021 to March 31, 2022:
 - a. From the detailed listing of assets held for sale for the 7-month period supporting the data in Schedule 22A, we selected a sample of 3 additions (1 land and land improvement with infinite life and 1 building and 1 land improvement with finite life (if applicable) and confirmed that the criteria (PSAB handbook section 1201.55) to transfer into assets held for sale was met in the September 1, 2021 to March 31, 2022 period as follows:

We noted only one transfer into assets held for sale, on which we performed our procedure without exception.

Asset Name	Asset ID #	Amount
Building		
Robert Bateman	5497	\$3,725,793

- b. We selected one additional expenditure on assets held for sale and agreed the cost to specific documentation as follows:

The School Board did not report any additional expenditures on assets held for sale; therefore, this procedure is not applicable.

3. We conducted the following with respect to disposals of assets held for sale:

- a. From the detailed listing of assets held for sale for the 7-month period we selected a sample of 2 disposals as follows:

The School Board only recorded one disposal of assets held for sale, on which we performed our procedure without exception.

Asset Name	Asset ID #	Proceeds Amount
Building		
Lakeshore Woods	51252	\$28,558,637

- b. We agreed the proceeds of disposition for the items selected in a) above to supporting documentation (indicate the supporting documentation - i.e. Agreement of Purchase and Sale).

We agreed the proceeds of disposition to the agreement of purchase and sale dated November 3, 2021 with no exceptions.

- c. We recalculated the gain/loss on disposal for the items selected in a) above and agreed to the gain/(loss) on disposal for that asset to the School Board's data.

We recalculated management's calculation of the gain on disposal for the item selected and found no exceptions in testing.

Deloitte LLP

Chartered Professional Accountants
Licensed Public Accountants
May 13, 2022

Schedule 19 Summary - Consolidated Statement of Financial Position

For the period ending March 31 2022

		March 31 2022
1	FINANCIAL ASSETS	
1.1.1	FP - Cash	118,433,083
1.1.2	FP - Cash Equivalents	-
1.2	FP - Temporary Investments	12,500,000
	<u>Accounts receivable</u>	
1.3	... FP - Accounts Receivable - Total GRE (Inter Entity)	303,019,513
1.4	... FP - Accounts Receivable - Municipalities	6,033,832
1.5	... FP - Accounts Receivable - Government of Canada	2,342,603
1.6	... FP - Accounts Receivable - Other Provincial Governments	-
1.7	... FP - Accounts Receivable - Other	3,440,431
1.8	FP - Investments	12,500,000
1.9	FP - Assets Held for Sale	3,725,793
1.10	FP - Financial Assets - Other	-
1.11	TOTAL FINANCIAL ASSETS	461,995,255
2	LIABILITIES	
2.1	FP - Temporary Borrowing	-
	<u>Accounts payable</u>	
2.2	... FP - Accounts Payable - Total GRE (Inter Entity)	569,614
2.3	... FP - Accounts Payable - Municipalities	-
2.4	... FP - Accounts Payable - Government of Canada	-
2.5	... FP - Accounts Payable - Other Provincial Governments	-
2.6	... FP - Accounts Payable - Other	55,208,587
	<u>Accounts Payable and Accrued Liability</u>	
2.7	...FP - Accrued Interest on Debt - Non-OFA	681,048
2.7.1	...FP - Accrued Interest on OFA Loans	2,940,303
2.8	...FP - Other Accrued Payable and Liability	60,177,583
2.9	FP - Subtotal Accounts Payable and Accrued Liabilities	63,798,934
2.10	FP - Liabilities - Other	-
	<u>Net Debenture Debt, Capital Loans and Leases</u>	
2.11	... FP - Unmatured Debenture Debt	218,198,576
2.12	... Less: FP - Sinking Fund Assets	-
2.13	... FP - Debenture Debt Net of Sinking Fund Assets	218,198,576
2.14	... FP - Capital Loans	-
2.15	... FP - Capital Leases	-
2.16	FP - Net Debenture Debt, Capital Loans and Leases	218,198,576
2.17	FP - Deferred Revenue	45,265,949
	<u>Employee Benefits Payable</u>	
2.18	...FP - Worker's Compensation Liability	9,943,170
2.19	...FP - Other Employee Benefits Payable	12,996,834
2.20	FP - Subtotal Employee Benefits Payable	22,940,004
2.21	FP - Contaminated Sites	-
2.22	FP - Deferred Capital Contributions	661,624,051
2.23	TOTAL LIABILITIES	1,067,605,715

Schedule 19 Summary - Consolidated Statement of Financial Position

For the period ending March 31 2022

		March 31 2022
3	NET DEBT	-605,610,460
4	NON-FINANCIAL ASSETS	
4.1	FP - Prepaid Expenses	672,900
4.2	FP - Inventories of Supplies	-
4.3	FP - Tangible Capital Assets	914,654,215
4.4	TOTAL NON-FINANCIAL ASSETS	915,327,115
5	ACCUMULATED SURPLUS/(DEFICIT)	309,716,655
6	ACCUMULATED SURPLUS/(DEFICIT)	
6.1	Accumulated Surplus - Opening Balance Sept. 1, 2021	317,028,515
6.1.1	Adjustment for School Generated Funds and Subsidiaries	-
6.2	7-Month Surplus/Deficit - Sept 1, 2021 - Mar 31, 2022	-7,311,860
6.3	Accumulated Surplus - Closing Balance Mar. 31, 2022	309,716,655

Schedule 20 Summary: Revenues and Expenses March 31 2022

		DSB - Adjusted Balances - March 31, 2022
	REVENUES	
1	PROVINCIAL GRANTS - GRANTS FOR STUDENT NEEDS	
1.1	Legislative Grants - Current Year	292,807,988
1.2	Legislative Grants - Amounts from Deferred Revenue	4,170,185
1.3	Provincial Grants - Grants for Student Needs	296,978,173
2	PROVINCIAL GRANTS - OTHER	
2.8	Other EDU Grants - Amounts from Deferred Revenue	9,377,484
2.8.1	Stabilization COVID-19 Support	-
2.8.2	Supplemental COVID-19 Support	-
	Specify other grants for operating:	
2.9	PERIOD POVERTY	80,542
2.10	ISP CUPE & EWAO	928,981
2.11		-
2.12		-
2.13		-
2.14		-
2.15	Provincial Grants - Other EDU	10,387,007
	Grants from Other Ministries and Other Government Reporting Entities (GRE)	
2.16	Provincial Employment Assistance Programs	-
2.17	Ministry of Citizenship & Immigration - Citizenship-Adult ESL-FSL	348,062
2.18	MLTSD Grant - Literacy and Basic Skills	-
2.19	MLTSD Grant - OYAP	144,547
2.20	MLTSD Grant-Ontario Employment Benefits and Support Measures(EBSM),formerly LDMA	-
2.20.1	MGCS - In-Kind Grant - PPE/CSE/HEPA	5,394,883
2.20.2	In-Kind Grant - Rapid Antigen Test Kits	-
2.21	Grants from Other Ministries - Amounts from Deferred Revenue	-
	Specify other grants from other ministries:	
2.22		-
2.23		-
2.24	Grants from Other GRE - Amounts from Deferred Revenue	-
	Specify other grants from other government reporting entities (GRE):	
2.25		-
2.26		-
2.27	Grants from Other Ministries and Other Government Reporting Entities (GRE)	5,887,492
2.32	Grant Accrual Re. 2022 Accrued Tax Adjustment	-
	Prior years' grant adjustments (specify):	
2.33	Adjustment - Financial Statement Review	6,431
2.34	20/21 P/VP SALARY INC.	265,809
2.35	Grant Adjustments	272,240

Schedule 20 Summary: Revenues and Expenses March 31 2022

		DSB - Adjusted Balances - March 31, 2022
2.40	Provincial Grants - Other	16,546,739
3	Local Taxation	
3.1	Tax Revenue from Municipalities	164,428,891
3.2	Tax Revenue from Unorganized Territories	-
3.3	Tax Revenue Adjustment for 2021 Calendar Year	-
3.4	Tax Supplementary and Tax Write-offs Adjustment - Accrual Re. 2022 Amounts	-
3.5	Local Taxation	164,428,891
4	SCHOOL GENERATED FUNDS	
4.1	Elementary Schools Generated Funds and Other Revenues	-
4.2	Secondary Schools Generated Funds and Other Revenues	-
4.3	Amounts from Deferred Revenue - Schools Generated Funds	-
4.4	School Generated Funds Revenues	-
5	FEDERAL GRANTS & FEES	
5.1	Fees - Day School	-
5.2	Transportation Recoveries - Federal	-
5.3	Employment Assistance	-
5.4	Language Instruction for Newcomers to Canada (LINC)	664,141
5.4.1	Federal revenue - CVRIS 80% approved operating expenses	-
5.5	Amounts from Deferred Revenue - Federal Government	-
	Specify other:	
5.6	CIC Settlement and Adaptation	343,825
5.7		-
5.8	Federal Grants and Fees	1,007,966
6	INVESTMENT INCOME	
6.1	Interest income	416,141
6.2	Interest on Sinking Fund Assets	-
6.3	Investment Income	416,141
7	OTHER FEES & REVENUES FROM SCHOOL BOARDS	
7.1	Transportation Recoveries - Other School Boards	-
7.2	Rental Revenue - Instructional Accommodation - Other School Boards	-
7.3	Rental Revenue - Non-Instructional Accommodation - Other School Boards	-
7.4	Northern Adjustment - Other School Boards	-
	Specify other:	
7.5		-
7.6		-
7.7	Total Other Fees and Revenues from School Boards	-
8	FEES & REVENUES FROM OTHER SOURCES	
8.1	Fees from Boards outside Ontario	-
8.2	Fees from Individuals - Day School - Ontario Residents	-

Schedule 20 Summary: Revenues and Expenses March 31 2022

		DSB - Adjusted Balances - March 31, 2022
8.3.1	Fees from Individuals - Day School - Other - Transfer from Deferred Revenues	-
8.3.2	Fees from Individuals - Day School - Other - Not from Deferred Revenues	3,848,870
8.4	Fees from Individuals - Continuing Education	-
8.5	Transportation Recoveries from other sources	-
8.6	Rental Revenue - Instructional Accommodation - Other sources	-
8.7	Rental Revenue -Non-Instructional Accommodation - Other sources	-
8.8	Rental Revenue from Community Use	-
8.9	Rental Revenue - Other	1,365,973
8.10	Insurance Proceeds Other than Capital Appurtenances	-
8.11	Cafeteria Income	-
8.12	Board Level Donations - To be Applied to Classroom Expenses.	-
8.13	Board Level Donations - Other	-
8.14	Government of Ontario - Non grant payment	175,722
8.15	Amounts from Deferred Revenue - Other Third Party	1,305,751
8.16	Education Development Charges - Transferred to Revenues	23,046,355
8.17	Fees for Extended Day Program related to Early Learning	-
8.18	Net Gain on Disposal of Assets	-
8.18.1	Revenue related to Benefit Plan Reserves	-
	Other Grants - Non-GREs (specify):	
8.19		-
8.20		-
	Specify other:	
8.21	Misc Revenue	166,795
8.22		-
8.23		-
8.24		-
8.25		-
8.26		-
8.27		-
8.28		-
8.29		-
8.30	Less: Revenue Recovery on Land Disposal	7,825,473
8.31	Fees and Revenues from Other Sources	22,083,993
8.31 = sum (8.1 to 8.29) - 8.30	
9	DEFERRED CAPITAL CONTRIBUTIONS	
9.1	Amortization of Deferred Capital Contributions	21,980,834
9.2	DCC on Disposal of Non-pooled and Unrestricted Assets	-
9.3	DCC Related to the Loss on Disposal of Restricted Assets	-
10	Total Revenues.	523,442,737

Schedule 20 Summary: Revenues and Expenses March 31 2022

		DSB - Adjusted Balances - March 31, 2022
11	EXPENSES	
11.1	Salaries and Wages	373,150,598
11.2	Employee Benefits	59,486,040
11.3	Staff Development	1,163,811
11.4	Supplies and Services	21,662,707
11.5	Interest Charges on Capital	5,982,426
11.6	Rental Expense	98,731
11.7	Fees and Contract Services	28,864,730
11.8	Other Expenses	17,886,785
11.9	Transfer to Other Boards	-
11.10	Amortization and Write Downs and Net Loss on Disposal	22,458,769
12	Total Expenses	530,754,597
13	Annual Surplus (Deficit).	-7,311,860

Schedule 22: Tangible Capital Asset Continuity - Gross Book Value

	Cost - Opening Balance at September 1	Cost - Adjustments to Opening Balance	Cost - 7-month Transfer Between Asset Classes	Cost - 7-month Additions and Betterments	Cost - 7-month Disposals/Deemed Disposals
Assets In Service					
Assets In Service - Land & Land Improvement with Infinite Lives	244,501,206	-	-	1,431,560	0
Assets In Service - Land Improvements	51,301,264	-	-	3,217,132	-
Assets In Service - Buildings - 40 years	897,735,718	-	-	14,686,089	-
Assets In Service - Other Buildings	112,268	-	-	0	-
Assets In Service - Portable Structures	10,438,848	-	-	1,348,407	-
Assets In Service - Equipment - 5 years	761,674	-	-	23,733	-
Assets In Service - Equipment - 10 years	4,077,535	-	-	343,802	-
Assets In Service - Equipment - 15 years	2,068,784	-	-	0	-
Assets In Service - First-time Equipping - 10 years	12,177,246	-	-	854,155	-
Assets In Service - Furniture	759,331	-	-	14,251	-
Assets In Service - Computer Hardware	10,323,969	-	-	1,792,111	-
Assets In Service - Computer Software	142,024	-	-	0	-
Assets In Service - Vehicles under One Ton	0	-	-	-	-
Assets In Service - Vehicles over One Ton	0	-	-	-	-
Total Assets In Service	1,234,399,867	-	-	23,711,240	0
Leasehold Improvements					
Leasehold Improvements - Land Improvements	0	-	-	-	-
Leasehold Improvements - Buildings	1,511,590	-	-	-	-
Leasehold Improvements - Other	0	-	-	-	-
Total Leasehold Improvements	1,511,590	-	-	-	-
Asset Permanently Removed From Service					
Asset Permanently Removed From Service - Buildings - 40 years	-	-	-	-	-
Total Asset Permanently Removed From Service	-	-	-	-	-
Construction In Progress Assets					
Construction In Progress - Buildings - 40 years	46,853,782	-	-	11,127,634	-
Construction In Progress - Buildings - 20 years	0	-	-	-	-
Construction In Progress - Portables	0	-	-	-	-
Pre-aquisition costs - Land	68,135	-	-	148,996	-
Pre-aquisition costs - Buildings	521,746	-	-	173,648	-
Total Construction In Progress Assets	47,443,663	-	-	11,450,278	-
Capital Leased Assets					
Capital Leased Assets - Land	0	-	-	-	-
Capital Leased Assets - Buildings	0	-	-	-	-
Capital Leased Assets - Other	0	-	-	-	-
Capital Leased Assets - Machinery and Equipment	-	-	-	-	-
Capital Leased Assets - Information Technology	-	-	-	-	-
Total Capital Leased Assets	0	-	-	-	-
TCA - Land	244,569,341	-	-	1,580,556	0
TCA - Non Land	1,038,785,779	-	-	33,580,962	0
Total Tangible Capital Assets	1,283,355,120	-	-	35,161,518	0
* The transfers column should net to zero.					

Schedule 22: Tangible Capital Asset Continuity - Gross Book Value

	Cost - 7-month CIP Transfer (In is +, Out is -)	Cost - 7-month Write Downs	Cost - 7-month Transfer to Financial Assets	Cost - Closing Balance March 31
Assets In Service				
Assets In Service - Land & Land Improvement with Infinite Lives	-	-	-75,197	245,857,569
Assets In Service - Land Improvements	-	-	-382,754	54,135,642
Assets In Service - Buildings - 40 years	13,554,750	-	-11,319,850	914,656,707
Assets In Service - Other Buildings	-	-	-	112,268
Assets In Service - Portable Structures	-	-	-	11,787,255
Assets In Service - Equipment - 5 years	-	-	-	785,407
Assets In Service - Equipment - 10 years	-	-	-	4,421,337
Assets In Service - Equipment - 15 years	-	-	-	2,068,784
Assets In Service - First-time Equipping - 10 years	-	-	-	13,031,401
Assets In Service - Furniture	-	-	-	773,582
Assets In Service - Computer Hardware	-	-	-	12,116,080
Assets In Service - Computer Software	-	-	-	142,024
Assets In Service - Vehicles under One Ton	-	-	-	0
Assets In Service - Vehicles over One Ton	-	-	-	0
Total Assets In Service	13,554,750	-	-11,777,801	1,259,888,056
Leasehold Improvements				
Leasehold Improvements - Land Improvements	-	-	-	0
Leasehold Improvements - Buildings	-	-	-	1,511,590
Leasehold Improvements - Other	-	-	-	0
Total Leasehold Improvements	-	-	-	1,511,590
Asset Permanently Removed From Service				
Asset Permanently Removed From Service - Buildings - 40 years	-	-	-	-
Total Asset Permanently Removed From Service	-	-	-	-
Construction In Progress Assets				
Construction In Progress - Buildings - 40 years	-13,033,292	-	-	44,948,124
Construction In Progress - Buildings - 20 years	-	-	-	0
Construction In Progress - Portables	-	-	-	0
Pre-aquisition costs - Land	-	-	-	217,131
Pre-aquisition costs - Buildings	-521,458	-	-	173,936
Total Construction In Progress Assets	-13,554,750	-	-	45,339,191
Capital Leased Assets				
Capital Leased Assets - Land	-	-	-	0
Capital Leased Assets - Buildings	-	-	-	0
Capital Leased Assets - Other	-	-	-	0
Capital Leased Assets - Machinery and Equipment	-	-	-	-
Capital Leased Assets - Information Technology	-	-	-	-
Total Capital Leased Assets	-	-	-	0
TCA - Land	-	-	-75,197	246,074,700
TCA - Non Land	0	-	-11,702,604	1,060,664,137
Total Tangible Capital Assets	0	-	-11,777,801	1,306,738,837
* The transfers column should net to zero.				

Schedule 22: Tangible Capital Asset Continuity - Accumulated Amortization

	TCA Accumulated Amortization - Opening Balance September 1	TCA Accumulated Amortization - Adjustments to Opening Balance	TCA Accumulated Amortization - Transfer Between Asset Class	TCA Accumulated Amortization - Amortization Expense
Assets In Service				
Assets In Service - Land Improvements	24,253,682	-	-	1,963,290
Assets In Service - Buildings - 40 years	332,581,003	-	-	16,686,035
Assets In Service - Other Buildings	42,101	-	-	3,274
Assets In Service - Portable Structures	5,782,092	-	-	331,793
Assets In Service - Equipment - 5 years	276,492	-	-	86,825
Assets In Service - Equipment - 10 years	2,339,110	-	-	239,451
Assets In Service - Equipment - 15 years	792,730	-	-	80,453
Assets In Service - First-time Equipping - 10 years	7,894,097	-	-	665,352
Assets In Service - Furniture	378,044	-	-	41,602
Assets In Service - Computer Hardware	2,911,984	-	-	2,156,711
Assets In Service - Computer Software	110,540	-	-	13,325
Assets In Service - Vehicles under One Ton	0	-	-	-
Assets In Service - Vehicles over One Ton	0	-	-	-
Total Assets In Service	377,361,875	-	-	22,268,111
Leasehold Improvements				
Leasehold Improvements - Land Improvements	0	-	-	-
Leasehold Improvements - Buildings	315,991	-	-	190,658
Leasehold Improvements - Other	0	-	-	-
Total Leasehold Improvements	315,991	-	-	190,658
Asset Permanently Removed From Service				
Asset Permanently Removed From Service - Buildings - 40 years	-	-	-	-
Total Asset Permanently Removed From Service	-	-	-	-
Construction In Progress Assets				
Construction In Progress - Buildings - 40 years	-	-	-	-
Construction In Progress - Buildings - 20 years	-	-	-	-
Construction In Progress - Portables	-	-	-	-
Pre-aquisition costs - Land	-	-	-	-
Pre-aquisition costs - Buildings	-	-	-	-
Total Construction In Progress Assets	-	-	-	-
Capital Leased Assets				
Capital Leased Assets - Land	-	-	-	-
Capital Leased Assets - Buildings	0	-	-	-
Capital Leased Assets - Other	0	-	-	-
Capital Leased Assets - Machinery and Equipment	-	-	-	-
Capital Leased Assets - Information Technology	-	-	-	-
Total Capital Leased Assets	0	-	-	-
TCA - Land	-	-	-	-
TCA - Non Land	377,677,866	-	-	22,458,769
Total Tangible Capital Assets	377,677,866	-	-	22,458,769

* The transfers column should net to zero.

Schedule 22: Tangible Capital Asset Continuity - Accumulated Amortization

	TCA Accumulated Amortization - Write Downs	TCA Accumulated Amortization - Disposals- Deemed Disposals	TCA Accumulated Amortization - Transfer to Financial Assets	TCA Accumulated Amortization - Closing Balance March 31
Assets In Service				
Assets In Service - Land Improvements	-	-	-352,288	25,864,684
Assets In Service - Buildings - 40 years	-	-	-7,699,720	341,567,318
Assets In Service - Other Buildings	-	-	-	45,375
Assets In Service - Portable Structures	-	-	-	6,113,885
Assets In Service - Equipment - 5 years	-	-	-	363,317
Assets In Service - Equipment - 10 years	-	-	-	2,578,561
Assets In Service - Equipment - 15 years	-	-	-	873,183
Assets In Service - First-time Equipping - 10 years	-	-	-	8,559,449
Assets In Service - Furniture	-	-	-	419,646
Assets In Service - Computer Hardware	-	-	-	5,068,695
Assets In Service - Computer Software	-	-	-	123,865
Assets In Service - Vehicles under One Ton	-	-	-	0
Assets In Service - Vehicles over One Ton	-	-	-	0
Total Assets In Service	-	-	-8,052,008	391,577,978
Leasehold Improvements				
Leasehold Improvements - Land Improvements	-	-	-	0
Leasehold Improvements - Buildings	-	-	-	506,649
Leasehold Improvements - Other	-	-	-	0
Total Leasehold Improvements	-	-	-	506,649
Asset Permanently Removed From Service				
Asset Permanently Removed From Service - Buildings - 40 years	-	-	-	-
Total Asset Permanently Removed From Service	-	-	-	-
Construction In Progress Assets				
Construction In Progress - Buildings - 40 years	-	-	-	-
Construction In Progress - Buildings - 20 years	-	-	-	-
Construction In Progress - Portables	-	-	-	-
Pre-aquisition costs - Land	-	-	-	-
Pre-aquisition costs - Buildings	-	-	-	-
Total Construction In Progress Assets	-	-	-	-
Capital Leased Assets				
Capital Leased Assets - Land	-	-	-	-
Capital Leased Assets - Buildings	-	-	-	0
Capital Leased Assets - Other	-	-	-	0
Capital Leased Assets - Machinery and Equipment	-	-	-	-
Capital Leased Assets - Information Technology	-	-	-	-
Total Capital Leased Assets	-	-	-	0
TCA - Land	-	-	-	-
TCA - Non Land	-	-	-8,052,008	392,084,627
Total Tangible Capital Assets	-	-	-8,052,008	392,084,627

* The transfers column should net to zero.

Schedule 22: Tangible Capital Asset Continuity - Net Book Value

	TCA NBV - Closing Balance March 31	TCA NBV - Opening Balance September 1	TCA NBV and Proceeds of Disposition - Proceeds of Disposition	TCA NBV and Proceeds of Disposition - Gain on Disposal	TCA NBV and Proceeds of Disposition - Loss on Disposal
Assets In Service					
Assets In Service - Land & Land Improvement with Infinite Lives	245,857,569	244,501,206	-	-	-
Assets In Service - Land Improvements	28,270,958	27,047,582	-	-	-
Assets In Service - Buildings - 40 years	573,089,389	565,154,715	-	-	-
Assets In Service - Other Buildings	66,893	70,167	-	-	-
Assets In Service - Portable Structures	5,673,370	4,656,756	-	-	-
Assets In Service - Equipment - 5 years	422,090	485,182	-	-	-
Assets In Service - Equipment - 10 years	1,842,776	1,738,425	-	-	-
Assets In Service - Equipment - 15 years	1,195,601	1,276,054	-	-	-
Assets In Service - First-time Equipping - 10 years	4,471,952	4,283,149	-	-	-
Assets In Service - Furniture	353,936	381,287	-	-	-
Assets In Service - Computer Hardware	7,047,385	7,411,985	-	-	-
Assets In Service - Computer Software	18,159	31,484	-	-	-
Assets In Service - Vehicles under One Ton	0	0	-	-	-
Assets In Service - Vehicles over One Ton	0	0	-	-	-
Total Assets In Service	868,310,078	857,037,992	-	-	-
Leasehold Improvements					
Leasehold Improvements - Land Improvements	0	0	-	-	-
Leasehold Improvements - Buildings	1,004,941	1,195,599	-	-	-
Leasehold Improvements - Other	0	0	-	-	-
Total Leasehold Improvements	1,004,941	1,195,599	-	-	-
Asset Permanently Removed From Service					
Asset Permanently Removed From Service - Buildings - 40 years	-	-	-	-	-
Total Asset Permanently Removed From Service	-	-	-	-	-
Construction In Progress Assets					
Construction In Progress - Buildings - 40 years	44,948,124	46,853,782	-	-	-
Construction In Progress - Buildings - 20 years	0	0	-	-	-
Construction In Progress - Portables	0	0	-	-	-
Pre-acquisition costs - Land	217,131	68,135	-	-	-
Pre-acquisition costs - Buildings	173,936	521,746	-	-	-
Total Construction In Progress Assets	45,339,191	47,443,663	-	-	-
Capital Leased Assets					
Capital Leased Assets - Land	0	0	-	-	-
Capital Leased Assets - Buildings	0	0	-	-	-
Capital Leased Assets - Other	0	0	-	-	-
Capital Leased Assets - Machinery and Equipment	-	-	-	-	-
Capital Leased Assets - Information Technology	-	-	-	-	-
Total Capital Leased Assets	0	0	-	-	-
TCA - Land	246,074,700	244,569,341	-	-	-
TCA - Non Land	668,579,510	661,107,913	-	-	-
Total Tangible Capital Assets	914,654,210	905,677,254	-	-	-

Schedule 22: Tangible Capital Asset Continuity - Net Book Value

	TCA NBV - Closing Balance March 31	TCA NBV - Opening Balance September 1	TCA NBV and Proceeds of Disposition - Proceeds of Disposition	TCA NBV and Proceeds of Disposition - Gain on Disposal	TCA NBV and Proceeds of Disposition - Loss on Disposal
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Schedule 22: Tangible Capital Asset Continuity - Inter-Entity TCA Transactions

	Asset Serial Number	Asset Name	Cost - Additions	Internal Source - Additions	Cost - Disposals
School Boards					
School Boards GRE Entity 1	-		-	0000 - Enter name / Entrer un nom	-
School Boards GRE Entity 2	-		-	0000 - Enter name / Entrer un nom	-
School Boards GRE Entity 3	-		-	0000 - Enter name / Entrer un nom	-
School Boards GRE Entity 4	-		-	0000 - Enter name / Entrer un nom	-
School Boards GRE Entity 5	-		-	0000 - Enter name / Entrer un nom	-
School Boards GRE Entity 6	-		-	0000 - Enter name / Entrer un nom	-
School Boards GRE Entity Subtotal	-		-	-	-
Colleges					
College GRE Entity 1	-		-	0000 - Enter name / Entrer un nom	-
College GRE Entity 2	-		-	0000 - Enter name / Entrer un nom	-
College GRE Entity 3	-		-	0000 - Enter name / Entrer un nom	-
Colleges GRE Entity Subtotal	-		-	-	-
Hospitals					
Hospital GRE Entity 1	-		-	0000 - Enter name / Entrer un nom	-
Hospital GRE Entity 2	-		-	0000 - Enter name / Entrer un nom	-
Hospitals GRE Entity Subtotal	-		-	-	-
Agencies, Boards & Commissions					
Agencies, Boards & Commissions GRE Entity 1	-		-	0000 - Enter name / Entrer un nom	-
Agencies, Boards & Commissions GRE Entity 2	-		-	0000 - Enter name / Entrer un nom	-
Agencies, Boards & Commissions GRE Entity Subtotal	-		-	-	-

Note: Of the assets disposed, please list those that were sold to an internal source (ie. Other Broader Public Sector entities)

Schedule 22: Tangible Capital Asset Continuity - Inter-Entity TCA Transactions

	Internal Source - Disposals	Accumulated Amortization	Proceeds of Disposition	Gain on Sale	Loss on Sale
School Boards					
School Boards GRE Entity 1	0000 - Enter name / Entrer un nom	-	-	-	-
School Boards GRE Entity 2	0000 - Enter name / Entrer un nom	-	-	-	-
School Boards GRE Entity 3	0000 - Enter name / Entrer un nom	-	-	-	-
School Boards GRE Entity 4	0000 - Enter name / Entrer un nom	-	-	-	-
School Boards GRE Entity 5	0000 - Enter name / Entrer un nom	-	-	-	-
School Boards GRE Entity 6	0000 - Enter name / Entrer un nom	-	-	-	-
School Boards GRE Entity Subtotal	-	-	-	0	-
Colleges					
College GRE Entity 1	0000 - Enter name / Entrer un nom	-	-	-	-
College GRE Entity 2	0000 - Enter name / Entrer un nom	-	-	-	-
College GRE Entity 3	0000 - Enter name / Entrer un nom	-	-	-	-
Colleges GRE Entity Subtotal	-	-	-	-	-
Hospitals					
Hospital GRE Entity 1	0000 - Enter name / Entrer un nom	-	-	-	-
Hospital GRE Entity 2	0000 - Enter name / Entrer un nom	-	-	-	-
Hospitals GRE Entity Subtotal	-	-	-	-	-
Agencies, Boards & Commissions					
Agencies, Boards & Commissions GRE Entity 1	0000 - Enter name / Entrer un nom	-	-	-	-
Agencies, Boards & Commissions GRE Entity 2	0000 - Enter name / Entrer un nom	-	-	-	-
Agencies, Boards & Commissions GRE Entity Subtotal	-	-	-	0	-

Note: Of the assets disposed, please list those that were sold to an internal source (ie. Other Broader Public Sector entities)

Schedule 22A: Assets Held for Sale Continuity

		Assets Held for Sale - Opening Balance September 1	Assets Held for Sale - Prior Year Opening Balance Adjustments.	Assets Held for Sale - In-year Additions	Assets Held for Sale - Additional Expenditure on AHFS	Assets Held for Sale - In-year Disposals
		Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
1	Land & Land Improvement with Infinite Lives	7,825,473		75,197		-7,825,473
2	Land Improvements			30,466		
3	Buildings - 40 years			3,620,130		
4	Other Buildings					
5	Permanently Removed From Service - Buildings - 40 years					
6	Total Assets Held for Sale	7,825,473		3,725,793		-7,825,473

Schedule 22A: Assets Held for Sale Continuity

		Assets Held for Sale - Closing Balance March 31	Assets Held for Sale - Proceeds of Disposition	Assets Held for Sale - Gain on Disposal	Assets Held for Sale - Loss on Disposal
		Col. 6	Col. 7	Col. 8	Col. 9
1	Land & Land Improvement with Infinite Lives	75,197	28,558,637	20,733,164	
2	Land Improvements	30,466			
3	Buildings - 40 years	3,620,130			
4	Other Buildings				
5	Permanently Removed From Service - Buildings - 40 years				
6	Total Assets Held for Sale	3,725,793	28,558,637	20,733,164	

Note: Normally, if there are expenditures on Assets Held for Sale they are expensed during the year. However, if the amount is material, please consult with your auditors to see if it qualifies for adding it to the AHFS

Schedule 22A: Assets Held for Sale Continuity - Inter-Entity TCA Transactions

	Asset Serial Number	Asset Name	Internal Source - Disposals	Cost - Disposals
School Boards				
School Boards GRE Entity 1	-		0000 - Enter name / Entrer un nom	-
School Boards GRE Entity 2	-		0000 - Enter name / Entrer un nom	-
School Boards GRE Entity 3	-		0000 - Enter name / Entrer un nom	-
School Boards GRE Entity 4	-		0000 - Enter name / Entrer un nom	-
School Boards GRE Entity 5	-		0000 - Enter name / Entrer un nom	-
School Boards GRE Entity 6	-		0000 - Enter name / Entrer un nom	-
School Boards GRE Entity Subtotal	-		-	-
Colleges				
College GRE Entity 1	-		0000 - Enter name / Entrer un nom	-
College GRE Entity 2	-		0000 - Enter name / Entrer un nom	-
College GRE Entity 3	-		0000 - Enter name / Entrer un nom	-
Colleges GRE Entity Subtotal	-		-	-
Hospitals				
Hospital GRE Entity 1	-		0000 - Enter name / Entrer un nom	-
Hospital GRE Entity 2	-		0000 - Enter name / Entrer un nom	-
Hospitals GRE Entity Subtotal	-		-	-
Agencies, Boards & Commissions				
Agencies, Boards & Commissions GRE Entity 1	-		0000 - Enter name / Entrer un nom	-
Agencies, Boards & Commissions GRE Entity 2	-		0000 - Enter name / Entrer un nom	-
Agencies, Boards & Commissions GRE Entity Subtotal	-		-	-

Note: Of the assets disposed, please list those that were sold to an internal source (i.e. Other Broader Public Sector entities). Please provide the cost and accumulated amortization of the asset when it was transferred from TCA to assets held for sale. The Ministry requires this information for consolidation purposes.

Schedule 22A: Assets Held for Sale Continuity - Inter-Entity TCA Transactions

	Accumulated Amortization	Proceeds of Disposition	Gain on Sale	Loss on Sale
School Boards				
School Boards GRE Entity 1	-	-	-	-
School Boards GRE Entity 2	-	-	-	-
School Boards GRE Entity 3	-	-	-	-
School Boards GRE Entity 4	-	-	-	-
School Boards GRE Entity 5	-	-	-	-
School Boards GRE Entity 6	-	-	-	-
School Boards GRE Entity Subtotal	-	-	-	-
Colleges				
College GRE Entity 1	-	-	-	-
College GRE Entity 2	-	-	-	-
College GRE Entity 3	-	-	-	-
Colleges GRE Entity Subtotal	-	-	-	-
Hospitals				
Hospital GRE Entity 1	-	-	-	-
Hospital GRE Entity 2	-	-	-	-
Hospitals GRE Entity Subtotal	-	-	-	-
Agencies, Boards & Commissions				
Agencies, Boards & Commissions GRE Entity 1	-	-	-	-
Agencies, Boards & Commissions GRE Entity 2	-	-	-	-
Agencies, Boards & Commissions GRE Entity Subtotal	-	-	-	-

Note: Of the assets disposed, please list those that were sold to an internal source (i.e. Other Broader Public Sector entities). Please provide the cost and accumulated amortization of the asset when it was transferred from TCA to assets held for sale. The Ministry requires this information for consolidation purposes.



MEMO

TO: Halton District School Board Audit Committee
 FROM: Andrea Eltherington, Regional Internal Audit Manager
 DATE: September 27, 2022
 SUBJECT: Regional Internal Audit Status Report – Open Committee Session

This memorandum will serve to update the Audit Committee on the Regional Internal Audit Team's (RIAT) work since May 3, 2022.

A. Update

On July 10, 2022, Waterloo Region District School Board experienced a cyber incident. The incident has affected the Regional Internal Audit team's ability to access their files which may result in a delay in the execution of the approved audit plans.

B. Planned Audits

The Procurement Audit Follow-up is scheduled to begin in September.

The Staff Mental Health and Well-being terms of reference is attached for your reference.

The audit is scheduled to begin in October.

C. RIAT Education and Training Plan

Objective:

1. To report on RIAT compliance to International Standards for the Professional Practice of Internal Auditing standard #1230-Continuing Development.
2. To define training plans to develop and maintain professional competencies.

Completed 2021-22

Auditor	Training Focus	Date
All Auditors	1. Municipal Internal Auditors Association 2. OASBO Internal Audit 3. Relevant seminars/websites on fraud, ethics, privacy and IT Security offered by the various institutes.	May 5, 2022 On-going and when relevant throughout the year



Andrea Eltherington	Courageous Conversations Personal Effectiveness Through Emotional Intelligence Osgoode Human Rights for Education Professionals Andrea confirms that she has met the annual continuing education requirements of the IIA and ISACA	Jan. 5 & 12, 2022 Mar. 3 & 4, 2022 Feb. 25 & 26, and Apr.1 & 2, 2022
Dondon Luce	IIA Toronto Symposium – The Grand Reopening Don confirms that he has met the annual continuing education requirements of the IIA and ISACA.	May 10 & 11, 2022
Mohamad Alkhen	Continue to study for the CIA Mohamad confirms that he has met the annual continuing education requirements of the CPA, ACFE and IIA.	
Cathy DeLuca	Cathy confirms that she has met the annual continuing education requirements of the CPA.	

Planned 2022-23

Auditor	Training Focus	Date
All Auditors	1. OASBO Internal Audit 2. Relevant seminars/webinars on fraud, ethics, privacy and IT Security offered by the various institutes. 3. MIAA fall training	On-going and when relevant throughout the year
Mohamad Alkhen	Continue studying for the CIA designation	On-going

Acronyms

ACFE – Association of Certified Fraud Examiners
 IIA – Institute of Internal Auditors
 ISACA – Information System Audit and Control Association
 CIA – Certified Internal Auditor
 CPA – Chartered Professional Accountant
 CISA – Certified Information Systems Auditor
 MIAA – Municipal Internal Auditors Association



MEMO

TO: Sari Taha, Superintendent of Human Resources
Roxana Negoï, Superintendent of Business & Treasurer

C.C.: Audit Committee
Curtis Ennis, Director of Education
Tina Salmini, Associate Director

FROM: Andrea Eltherington, Regional Internal Audit Manager

DATE: 15 September 2022

SUBJECT: Confirmation of Risk Mitigation Strategies for Strategic Objective
'Mental Health & Well-Being' for Staff Terms of Reference

This is the terms of reference for the Confirmation of Risk Mitigation Strategies for Strategic Objective 'Mental Health & Well-Being' for staff.

BACKGROUND

During 2020-2021, the Board introduced a strategic risk management process and with support from consulting resources, has compiled an initial risk register of threats and opportunities to be managed so that the risk that strategic objectives of the Board won't be met, can be managed. It is proposed that the audit plan focus on confirming the 'current people, processes, or systems in place' defined in the Corporate Risk Profile for the following corporate risks:

- That staff well-being may be negatively impacted.

The Operational Plan was presented to the Board of Trustees on April 14, 2021 for approval. The plan outlines strategies and actions to support the five pillars of the Multi Year Plan, one of which is Mental Health and Well-Being.

OBJECTIVES

To assess that the controls described as 'current people, processes, or systems in place' are properly designed and operating in a manner that mitigate the impacts to staff well-being.

AUDIT SCOPE

It is proposed that the following structure be used to assess the effectiveness each 'control' that management has stated mitigates the stated risk:

- Has an 'owner' been assigned to each control statement (who);



- Is there a definition or description about the specifics of each control statement (how). Do strategies defined in the Operational Plan support the control statement;
- Does each plan include a time-frame (when);
- Has a criteria/measurement been developed to measure the impact of the control statement; and
- What is the frequency that the risk register is updated with actual measures which may require the control to be revised.

SCHEDULING

The Regional Internal Audit Manager and Senior Regional Internal Auditor met with the Superintendent of Human Resources and the Manager, Employee Health and Wellness on August 24, 2022 to discuss the objectives of the audit, the scope, and the timing. This audit is expected to carry over the 2022-2023 school year as the operational strategies are implemented and evidence is gathered for management to measure the impact the strategies have had on targets established to measure expected outcomes by 2024.

KEY CONTACTS

Name	Title	Phone	E-mail
Sari Taha	Superintendent of Human Resources	905-335-3665	sari.taha@hdsb.ca
Lisa Cadotte	Manager, Employee Health and Wellness	905-335-3665	cadottel@hdsb.ca
Tina Salmini	Associate Director	905-335-3665	salminiti@hdsb.ca
Roxana Negoii	Superintendent of Business & Treasurer	905-335-3665	negoiri@hdsb.ca
Andrea Eltherington	Regional Internal Audit Manager	519-571-5220	andrea_eltherington@wrdsb.ca
Cathy De Luca	Senior Regional Internal Auditor	905-414-4824	cathy_deluca@wrdsb.ca

AUDIT TEAM

The audit team will include the following members:

Audit Planning and Audit Execution

Cathy De Luca, CPA, CA, Senior Regional Internal Auditor

Andrea Eltherington CIA, CRMA, CISA, Regional Internal Audit Manager

**AUDIT APPROACH**

As part of the professional practice standards, certain evidence must be obtained to support the results of audit tests and on which the final audit opinion is based.

As the audit progresses, we will endeavor to keep you informed as to the progress made and share with you any preliminary findings. As field work nears completion, a meeting will be scheduled to discuss all preliminary findings in advance of preparing a draft report.

A draft report will be compiled summarizing the results of the audit and will be distributed for discussion purposes to those staff who will be asked to respond to the final draft report. The purpose is to ensure our interpretation of the facts is correct; to seek clarification where we may have misinterpreted test evidence or to obtain additional information we may not have been aware of. Once the draft has been revised, the report will be formally issued for you to provide your management action plan in response. We would ask that your response be provided back to us within two to four weeks after the draft has been issued. It is a requirement of the International Standards for the Professional Practise of Internal Auditors (IPPF) that the final report contain the conclusion and opinion with respect to the assessment of the process, under review. The final audit report will be presented immediately thereafter and to the Audit Committee at the next scheduled meeting.

If you have any questions about this audit, please do not hesitate to contact me at 519-571-5220.



Halton District School Board

Date:

September 27, 2022

FOR INFORMATION

TO: Audit Committee

FROM: Roxana Negoï, Superintendent of Business Services and Treasurer

RE: **2021-2022 Financial Statements Process Updates**

Background

The Board's audit and year end process is tracking well against set timelines. Management however wanted to bring to the Audit Committee's attention a few potential changes and an area of concern.

The Ministry of Education has released memorandum [2022:SB24 – 2021-22 Financial Statements \(District School Boards\)](#) on September 20, 2022, outlining the instructions for the audited financial statements. It is expected the financial statements and disclosure template that will form the base of the Halton District School Board's (HDSB's) audited financial statements, may incorporate changes suggested in the Ontario Auditor General's value for money audit from 2021. Management will work with the external audit team to address and incorporate any such changes.

Also, as a result of the recommendations made in the Ontario Auditor General's value for money audit, the Ministry is directing district school boards to consolidate their proportionate share of Ontario School Boards' Insurance Exchange (OSBIE). While the memo states this is to be compliant with the Canadian Public Sector Accounting Standards (PSAB), both management and our external auditor have expressed concern about the ability to prove control over OSBIE and to measure what HDSB's proportionate share would truly be. To further complicate the matter, OSBIE's year end differs from HDSB's year end, which means the consolidated data will cross fiscal years. As a result, Deloitte has informed us of potentially not being compliant with PSAB, and that this consolidation may result in a qualified audit opinion. It is also possible the Board may need to request the Ministry for an extension to submit the financial statements, if the information required for consolidation with OSBIE is not provided to us before the end of October.

The Ministry of Education and the Council of Senior Business Officials (COSBO) are scheduling a meeting to discuss the impact of this consolidation and determine a plan of action. Management will keep the Audit Committee informed should there be emerging updates before the November 8th Audit Committee meeting.

Roxana Negoï,
Superintendent of Business Services and Treasurer



Halton District School Board

INFORMATION FOR AUDIT COMMITTEE

2021/2022 FISCAL YEAR

Budget Presentation	June 2, 2021	Budget 2021/2022 Report 21086 and Full Operating & Capital Budget Report
Budget Approval	June 16, 2021	Approved Budget 2021/22 Link M21-0113
Revised Estimates	December 15, 2021	Revised Estimates 2021-22 Link Report 21164
Quarterly Financial Report for the period ending November 2021	January 5, 2022	Report 22005
Quarterly Financial Report for the period ending February 2022	March 14, 2022	Report 22041
Quarterly Financial Report for the period ending May 2022	June 15, 2022	Report 22085
Financial Statements – Audit Committee	November 8, 2022	
Financial Statements – Board Presentation and Board Approval	November 9, 2022	

2022/2023 FISCAL YEAR

Budget Development	February 2, 2022	Report 22016
Budget Presentation to Committee of the Whole	February 9, 2022	Committee of the Whole Presentation

Budget Presentation	June 1, 2022	Budget for 2022/2023 Report 22068 and Full Operating and Capital Budget Report
Budget Approval	June 15, 2022	Approved Budget 2022/23 Link M22-0111
Revised Estimates	December 7, 2022	
Quarterly Financial Report for the period ending November 2022	January 11, 2023	
Quarterly Financial Report for the period ending February 2023	March 22, 2023	
Quarterly Financial Report for the period ending May 2023	June 21, 2023	
Financial Statements – Audit Committee	November 2023	
Financial Statements – Board Presentation and Board Approval	November 2023	



Halton District School Board

Date: September 27, 2022
FOR INFORMATION

TO: Audit Committee

FROM: Roxana Negoï, Superintendent of Business Services and Treasurer

RE: **Audit Committee External Member Recruitment**

Background

The membership and term of office for the Audit Committee are outlined in Ontario Regulation 361/10 made under the Education Act. The Halton District School Board (HDSB) Audit Committee is formed by three Trustee representatives and 2 non-Trustee members who are appointed in accordance with the regulation and the Audit Committee Governance Procedure. The non-Trustee members serve for a three-year term and have the ability to serve a maximum of two terms. In the event that a qualified candidate is not identified, a non-Trustee member may serve an additional term.

The non-Trustee member terms end on December 31, 2022, with one member completing their first term with the option to serve a second term, and one member completing their second term. As a result, the HDSB will be advertising at least one position for a non-Trustee Audit Committee member this fall. Below are the key timelines and next steps:

- Confirm the upcoming vacancies – September 27, 2022
- Post position(s) for a period of 30 days – September 30, 2022
- Schedule interviews – During November 2022
- Confirm appointed non-Trustee member(s) – December 2022
- Start of new term – January 1, 2023
- Orientation Training – January/February 2023

Updates will be provided at the November 8, 2022 Audit Committee meeting.

*Roxana Negoï,
 Superintendent of Business Services and Treasurer*

Halton District School Board

Report Number: 22098

Date: September 14, 2022

FOR DECISION

TO: The Chair and Members of the Halton District School Board

FROM: Curtis Ennis, Director of Education
Roxana Negoii, Superintendent of Business Services and Treasurer

RE: **Joint Election Compliance Audit Committee with HCDSB**

Background:

School boards are required to establish a Compliance Audit Committee by October 1, of an election year, under section 88.37 (1) of the Municipal Elections Act (MEA).

The municipal election in Ontario will take place on October 24, 2022, therefore the Halton District School Board (HDSB) is required to have a Compliance Audit Committee in place by October 1.

Recommendation:

Be it resolved that the Board of Trustees approve the draft [Terms of Reference](#) appended to report 22098 with respect to establishing a Joint Election Compliance Audit Committee with the Halton Catholic District School Board for the 2022 to 2026 term of office, as defined in the Municipal Elections Act, 1996; and

Be it further resolved that the Board of Trustees delegate responsibility to the Director of Education for the selection and appointment of two members to the Joint Compliance Audit Committee, on behalf of the Halton District School Board for a term beginning November 15, 2022 and ending November 14, 2026.

Rationale:

The MEA provides the minimum composition requirements for Compliance Audit Committees, under section 88.37 (2):

The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;*
- (b) members of the council or local board;*
- (c) any persons who are candidates in the election for which the committee is established; or*
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established.*

Halton District School Board

To expedite a selection and appointment process of the minimum three (3) members, in accordance with legislated time frame, coterminous school boards Halton and Halton Catholic District School Boards have agreed to form a joint committee, with each board appointing two (2) members.

Terms of Reference have been drafted and reviewed by legal counsel to establish:

- that the committee will convene only to deal with applications received during the 2022-2026 term of office;
- how the joint committee will fulfill its obligations with respect to applications received for each member board;
- how each board will provide resources to the committee if and/or when an application is received for each respective board.

The Terms of Reference also acknowledges the Administrative Procedures of each member board.

Staff have consulted with legal counsel, which has confirmed the above committee composition and terms of reference adhere to the legislative requirements under the MEA, 1996.

Public appointed members of the HDSB Audit Committee, Sana Malik and Dan McKerrall, have accepted an invitation to serve on the Joint Compliance Audit Committee on behalf of the HDSB for the 2022-2026 term.

Respectfully submitted,

Roxana Negoï

Superintendent of Business Services and Treasurer

Curtis Ennis

Director of Education

Joint Compliance Audit Committee Terms of Reference

If a Participating School Board receives an application for a Compliance Audit of election campaign finances, that board will be solely responsible for Meeting administration and covering all costs associated with the Committee, including audits, if required.

1. Definitions

"Act" means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended from time to time.

"Applicant" means the individual who submitted the application requesting a Compliance Audit.

"Auditor" means a person appointed by the Committee, licensed under the Public Accounting Act, 2004, S.O. 2004, c. 8 to conduct a Compliance Audit of a Candidate's election campaign finances pursuant to Section 88.33(10) of the Act.

"Auditor's Report" means a report prepared by an Auditor for the Committee pursuant to Section 88.33(12) of the Act.

"Board" means one of the Board of Trustees of the Halton District School Board or the Halton Catholic District School Board;

"Candidate" means the candidate whose election campaign finances are the subject of an application for a Compliance Audit.

"Clerk" means, as the context provides, the Clerk of any of the lower-tier municipalities of Halton Region, or the Clerk of Halton Region, or his or her designate.

"Committee" means the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

"Committee Member(s)" means a member or members, as appropriate, of the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

"Compliance Audit" means an audit of a Candidate's election campaign finances conducted by an Auditor appointed by the Committee.

"Contributor" means an individual or organization that has made a financial donation to a candidate or registered third party in an election campaign.

"Family Member" means a parent, spouse, or child of a Committee member, as defined in the Municipal Conflict of Interest Act, and shall also include a grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece, whether related by blood, marriage or adoption.

"Halton Region" means The Regional Municipality of Halton.

"Meeting" means a meeting of the Committee.

"Municipal Conflict of Interest Act" means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended from time to time.

"Participating School Board" means one or both of the Halton Catholic and/or the Halton District School Boards.

"Pecuniary Interest" means a direct or indirect interest within the meaning of the Municipal Conflict of Interest Act.

"Regional Clerk" means the Clerk of Halton Region.

"Registered Third Party" means an individual resident in Ontario, a corporation carrying on business in Ontario or trade union who has filed with the clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party for the election pursuant to Section 88.6 of the Act.

"Secretary of the Board" means the Director of Education, or persons designated to carry out the duties as Secretary of the Board for the purpose of supporting the Joint Compliance Audit Committee, for one or both of the Halton Catholic School Board and/or the Halton District School Board.

"Trade Union" means a trade union as defined in the Labour Relations Act, 1995 or the Canada Labour Code (Canada) and includes a central, regional or district labour council in Ontario.

2. Enabling Legislation and Mandate

Section 88.37(1) of the Act requires that before October 1st in an election year, local boards establish a compliance audit committee. The mandate of the Committee is to carry out the functions of a compliance audit committee as set out in the Municipal Elections Act.

3. Roles and Responsibilities

The Committee shall carry out the responsibilities provided in each of the Participating Board's Election Audit Compliance Committee Procedures, and in accordance with all applicable sections of the Municipal Elections Act.

These responsibilities include:

- Consider Compliance Audit applications for Candidates;
- Provide written reasons for the decision to grant or reject the applications;

- If required, appoint an Auditor to conduct a Compliance Audit of Candidate's election campaign finances;
- Receive the Auditor's Report and consider the necessary next steps, pursuant to Board Procedures and/or provisions of the Municipal Elections Act; and
- When required:
 - Participate in the selection of an Auditor;
 - Provide instructions to the selected Auditor about the scope of each Compliance Audit, as needed;
 - Determine a timeline for the Auditor to complete each Compliance Audit.

4. Term

The term of the appointment of the Committee is the same as the term of office of the Board of Trustees of the Participating Boards that take office following the next regular election, and the term of office of the Members of the Committee is the same as the term of the Committee to which they have been appointed, unless the Committee member is disqualified or resigns.

Upon the term's expiry, Committee members may be considered to serve additional terms.

5. Composition

The Committee shall be composed of not fewer than three (3) and not more than seven (7) members and shall not include:

- (a) employees or officers of the Participating Municipalities or Participating School Boards;
- (b) members of Council of the Participating Municipalities or Participating School Boards;
- (c) any persons who are Candidates in the election for which the Committee is established, or Family Members of same, or any person connected to a Candidate through an employment, contractual, business or partnership relationship;
- (d) any persons who have participated as a Candidate for an office or Registered Third Party in the Participating Municipalities or run for Regional Chair in the past two regular elections, or who have conducted audits or provided financial or legal advice in respect of such campaigns;
- (e) any persons who do or intend to assist any Candidate or Registered Third Party, as a volunteer or for compensation, in the election for which the Committee is established.

6. Selection of Members

Committee membership will be drawn from the externally appointed members of the respective audit committees of the Participating School Boards.

To avoid possible conflicts of interest, any auditor or accountant appointed to the Committee must confirm and agree in writing that they have not undertaken and shall not undertake the audits or preparation of financial statements of any Candidates seeking election to Councils, the

Participating School Boards, or Registered Third Parties in the Participating Municipalities during the term of the Committee. In addition, any lawyer or other legal professional appointed to the Committee must confirm and agree in writing that they have not provided and will not provide legal advice to any Candidates seeking election to Councils, the Participating School Boards, or any Registered Third Parties or contributors to Candidates and Registered Third Parties in the election in the Participating Municipalities during the term of the Committee.

7. Notice

Notice of a Committee Meeting shall be delivered in the format and manner consistent with committee meetings of the Participating School Board requiring the services of the Committee.

The Secretary of the Board shall give notice of a Committee Meeting to the Committee by email, telephone or by regular mail.

Where an application will be considered at the Meeting, the Secretary shall give reasonable notice by email, telephone or by regular mail to the Applicant and Candidate, as applicable, of the time, place and purpose of the Committee Meeting, and of the fact that if either party fails to attend the Meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the Meeting.

Where a Clerk's Report regarding contribution limit exceedances will be considered at the Meeting, the Secretary of the Board shall give reasonable notice by email, telephone or by regular mail to the Contributor and Candidate or Registered Third Party as applicable, of the time, place and purpose of the Committee Meeting, and of the fact that if either party fails to attend the Meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the Meeting.

8. Meetings

The Committee shall meet only when one or both of the Participating School Boards has received an application for a Compliance Audit under Section 88.33 or Section 88.35 of the Act, or where one or both has received a Clerk's Report under Section 88.34 or Section 88.36.

The Secretary of the Board shall call a Meeting of the Committee when they receive an application for a Compliance Audit under Section 88.33 or Section 88.35 of the Act or where they have received a Clerk's Report under Section 88.34 or Section 88.36 of the Act. The Applicant and the Candidate or Registered Third Party or their representative will be provided with an opportunity to address the Committee and provide written submissions.

Meeting dates, start times and locations shall be set by the Secretary of the Board that has received the application for a Compliance Audit. Meetings may be held by electronic means, in accordance with applicable regulations of the Education Act pertaining to committee meetings, if public health measures advising limits on in person gatherings are in force or it is otherwise

deemed advisable by the Secretary of Board. Such electronic Meetings shall be conducted in such a manner as to permit public observation of the proceedings, with the exception noted below.

Committee Meetings will be open to the public but the Committee may deliberate in private, as noted in Section 88.33(5.1) of the Act. The Secretary of the Board must be present during any private deliberation sessions. No votes may be taken in the private session.

9. Quorum

A quorum shall be a majority of Committee members.

If a quorum is not present within thirty (30) minutes of the time fixed for the commencement of the Meeting, the Committee Meeting will be rescheduled to a future date.

10. Voting and Decisions

The Committee will render its decision(s) in accordance with the Act. The Committee must come to consensus and decision(s) of the Committee shall be the will of majority.

11. Selection of the Chair

The Chair shall be selected from among the Committee Members at the first Meeting of the Committee. If there is no consensus on a Chair, selection will be carried out by way of nomination and vote of the Committee Members present.

12. Duties of the Chair

The Chair shall:

- (i) call Committee Meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow Meeting procedures, identify the order of proceedings and speakers and rule on points of order.
- (ii) participate as an active member.
- (iii) encourage participation by all members.

If the Chair is not present within the first ten minutes of a Committee Meeting or is absent through illness or otherwise, the Committee shall select another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair. Selection of the Acting Chair will be made by resolution.

13. Duties of Committee Members

The duties of Committee Members are as follows:

- (i) carry out all statutory obligations of the Committee in accordance with the Municipal Elections Act.
- (ii) disclose to the Chair and Secretary of the applicable Board, any reason(s) that may disqualify the Member from participating in the proceedings of the Joint Compliance Audit Committee.
- (iii) attend all Committee Meetings, sending regrets otherwise.
- (iv) understand their role, the Committee's mandate and Meeting procedures.
- (v) declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the Meeting during all discussion on the matter.
- (vi) where the pecuniary interest of a Member has not been disclosed by reason of the Member's absence from the Meeting, the Member shall disclose the pecuniary interest and otherwise comply with subsection (iv) at the next Meeting of the Committee attended by the Member.
- (vii) participate as an active and voting Member, asking questions, and seeking clarification through the Chair.
- (viii) assist in drafting the reasons for a decision, as applicable.
- (ix) develop and maintain a climate of mutual support, trust, courtesy and respect.
- (x) work together to utilize the knowledge, expertise and talents of all Members.
- (xi) respect the decisions of the Committee and that such decisions reflect the majority view.
- (xii) should the need arise, provide written resignation from the Joint Compliance Audit Committee, with the effective date of resignation, to the Chair and copied to the Secretaries of the Participating School Boards.

14. Selection of an Auditor

Committee Members will participate in the selection of an Auditor as required by one or both of the Participating School Boards. The Auditor will be appointed by resolution of the Committee. The engagement letter will indicate that the Auditor has been engaged by the Committee and will be prepared and executed by the appropriate Secretary of the Board, or other officer of the board as may be designated, on behalf of the Participating School Board.

15. Resources

When an application for Compliance Audit is received by a Participating School Board, the Secretary of the respective Board will provide administrative support to the Committee, including the taking of minutes, the distribution of minutes and agendas, providing notice(s), and the coordination of Meetings.

16. Committee Records

When an application for Compliance Audit is received by a Participating School Board, the Secretary of the respective Board will coordinate and retain Committee records pertaining to any application(s) and/or related decisions, including agendas and minutes.

17. Declaration of Interest

Legislated requirements as set out in the Municipal Conflict of Interest Act shall apply to all Committee members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Staff from the Participating School Boards will not provide advice or interpretation related to declarations of conflicts of interest.

18. Compensation

Each member appointed to the Committee will receive an honorarium for attending meetings, in accordance with the respective board policy or procedure related to honoraria and committee meeting attendance.

19. Practices and Procedures

The Secretaries of the Board(s) shall establish administrative practices and procedures for the Committee in accordance with Section 88.37(6) of the Act and shall carry out any other duties required under the Act to implement the Committee's decisions.

The Secretaries of the Participating School Board(s) are delegated the authority to make administrative changes to these Terms of Reference that may be required from time to time due to legislative changes, or if, in the opinion of the Secretaries, the amendments do not change the intent of the Terms of Reference.