



# Halton District School Board

## AUDIT COMMITTEE

Boardroom, J.W. Singleton Education Centre, 2050 Guelph Line, Burlington, Ontario

Tuesday, September 19, 2017

**Public Session: 2 p.m.**

### PUBLIC SESSION AGENDA

#### **1.0 – Opening**

- 1.1 Welcome and Call to Order
- 1.2 Approval of the Agenda
- 1.3 Update to Audit Committee re: HDSB Internal Auditor
- 1.4 Annual Conflict of Interest Declaration Form

#### **2.0 – Ratification / Action**

**page**

- 2.1 Minutes of the Audit Committee Meetings
  - 2.1.1 Audit Committee Meeting, April 13, 2017 *pages 3-6*
- 2.2 Appointment of Audit Committee Chair for 2017/2018 *page 7*  
*per Regulation 361/10, Section 6(1)*
- 2.2 Approval of Business Transacted in Private Session (*Defer to following private session*)
- 2.3 Action Items
  - 2.3.1 2016/2017 Internal Audit Report *page 8*
  - 2.3.2 Proposed 3-Year HDSB Internal Audit Plan (*Defer motion*) *page 9*
  - 2.3.3 Regional Internal Audit Report *pages 10-12*
  - 2.3.4 Audit Committee Annual Report to the Board and Ministry *pages 13-18*

#### **3.0 – Communication to the Audit Committee**

**page**

- 3.1 Information Items
  - 3.1.1 Process for Recruitment of HDSB Internal Audit Manager
  - 3.1.2 Ministry Memo SB23 – Update on Ministry Support for Audit Committees and Internal Audit *pages 19-20*
  - 3.1.3 Ministry Memo SB26 – Audit Committee Annual Report to the Ministry *pages 21-22*

#### **4.0 – Business Arising**

**page**

#### **5.0 – Other Business**

**page**

#### **6.0 – Adjournment**

- 6.1 Motion to rise to private session

*This publication is available in accessible formats upon request*

**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 2017;
- ☐ 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 19<sup>th</sup> day of September, 2017.**

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**Audit Committee Member**

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

**Halton District School Board  
Audit Committee Public Session Meeting Minutes  
Tuesday, April 13<sup>th</sup>, 2017**

**Attendance:**

**Trustee Members:** A. Harvey Hope, J. Gray, K. Graves

**Trustee Guests:** A. Collard

**Public Representative:** M. Caputi, D. McKerrall

**Staff:** S. Miller, L. Veerman, C. Salemi, J. Sweetman, K. Samarin

**Regional Internal Audit Team:** J. Baker

**External Auditor:** D. Tonin, A. Mifsud

**Regrets:** C. Dalrymple

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**Agenda Item 1.0**

**1.1 Call to Order**

The Chair called the meeting to order at 3:05 p.m.

**1.2 Approval of the Public Session Agenda**

**Motion: M. Caputi / K. Graves**

*Be it resolved that the Agenda for the Public session of the Audit Committee Meeting for April 13th, 2017 be approved as distributed.*

***Carried Unanimously.***

**1.3 Declarations of Possible Conflict of Interest**

No conflicts of interest were declared.

**Agenda Item 2.0**

**2.1 Minutes of the Audit Committee Meetings**

**2.2.1 Audit Committee Meeting, February 28th, 2017**

Going forward it will be recorded in the Minutes should any Audit Committee member arrive late or depart early so that it is clear who was present for voting on the various motions.

**Motion: D. McKerrall / A. Harvey-Hope**

*Be it resolved that the minutes from the Public Session Audit Committee Meeting held on February 28th, 2017 be approved as distributed. **Carried Unanimously.***

**2.2 Approval of Business Transacted in Private Session**

**Motion: A. Harvey-Hope / M. Caputi**

*Be it resolved that business transacted in the private session regarding the Banking Services Agreement be approved. **Carried Unanimously.***

## 2.3 Action Items:

### 2.3.1 External Audit Plan 2016/2017

The External Auditor presented the External Audit Plan for 2016/2017 and responded to questions.

In response to questions, Superintendent of Business Services noted that the Board is aiming to have 90% of money collected in schools through the online payment program by the end of the current Operational Plan. External Auditor noted that they select schools for audit independently of the work conducted by the Board's Internal Auditor but the Internal Auditor does accompany Deloitte on the site visits. They also noted that the number of schools they review is in addition to the number based on their risk assessment and is as a result of previous requests from the Audit Committee.

Confirmation that they are not looking at Board assets as part of their School Generated Funds reviews since it is not determined to be a material risk.

D. Tonin introduced his colleague A. Mifsud who will be working on the Board's Audit.

#### **Motion: A. Harvey-Hope / D. McKerrall**

*Be it resolved that the Audit Committee receive the External 2016/17 Audit Service Plan and recommend it to the Board of Trustees for approval. **Carried Unanimously.***

### 2.3.2 Regional Internal Audit Plan 2017/2018

The Regional Internal Auditor presented the Regional Internal Audit Plan for 2017/2018 and responded to questions.

Reminder given that Board is allocated resources for two audits per year. The two audits being proposed for 2017-18 are Board Sponsorships and Insurance Program Administration.

In addition, there are two audit follow-up reviews to be done for IT Strategy and Entity Level Assessment.

Committee requested that the scope of the Board Sponsorship audit include sponsorships, partnerships and donations (including those made by schools).

Discussion with respect to potential future audits including Procurement and Attendance Management.

Confirmation that areas for potential audit are based on discussions with Senior Management.

#### **Motion: D. McKerrall / K. Graves**

*Be it resolved that the Audit Committee recommends that the 2017/2018 Regional Internal Audit Plan which includes audits of Board Sponsorships, Partnerships and Donations and Insurance*

*program Administration, and follow-up reviews on IT Strategy and the Entity Level Assessment to be approved by the Board of Trustees. **Carried Unanimously.***

#### 2.3.3 Audit Committee Terms of Reference

Request to include a sentence under the Private and Public Session caption that Public Sessions that agendas and meeting minutes will be posted on the board website.

Minutes to be provided within 1 month of meeting date.

Decision made that the Terms of Reference should remain an Audit Committee document and does not need to go to the Board of Trustees for approval.

#### **Motion: A. Harvey-Hope / K. Graves**

*Be it resolved that the Audit Committee recommends that the Terms of Reference be approved and direct the work of the Audit Committee. **Carried Unanimously.***

#### 2.3.4 Policy for Designating Non-Audit Services by the External Auditor

Request to include the following changes:

- Point 1: “requires ***that*** all audit and non-audit...”
- Point 2: Delete “and evidenced by the execution of an audit engagement letter with the external auditor.”

**4:15 M. Caputi left the meeting**

#### **Motion: A. Harvey-Hope / K. Graves**

*Be it resolved that the policy be approved and forwarded to the Board of Trustees. **Carried Unanimously.***

### **Agenda Item 3.0**

#### 3.1 Information Items

##### 3.1.1 Regional Internal Audit Status Update

The Regional Internal Audit Manager referred to the Regional Internal Audit Status Update and the written Annual Independence Assertion.

##### 3.1.2 HDSB Internal Audit Update (deferred to next meeting)

Chair noted that this item has been deferred until the next Audit Committee meeting.

### **Agenda Item 4.0**

4.1 Business Arising

Request to have Professional Development session at the next meeting (noted in previous meeting)

**Agenda Item 5.0**

5.1 Other Business

None noted.

**Agenda Item 6.0**

6.1 Motion to rise into in-camera

**Motion: K. Graves / A. Harvey-Hope**

*Be it resolved that the Public Session of the Audit Committee Meeting held on April 13<sup>th</sup>, 2017 be adjourned at 5:00 pm. **Carried Unanimously.***



# Halton District School Board

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Date: September 19, 2017

**FOR ACTION**

TO: Audit Committee

FROM: Lucy Veerman,  
Superintendent of Business Services and Treasurer

RE: **Election of Audit Committee Chair**

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**Warrant**

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

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**Recommendation**

Be it resolved that \_\_\_\_\_ be appointed as Chair of the Audit Committee for the 2017/2018 fiscal year

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**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.

*Respectfully submitted,*

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*Lucy Veerman*  
*Superintendent of Business Services and Treasurer*



# Halton District School Board

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## **2016/2017 INTERNAL AUDIT REPORT – OPEN SESSION**

(Cheryl Dalrymple, Manager of Internal Audit)

August 1<sup>st</sup>, 2017

### 2015/2016 School Audits:

Audits of nine elementary and secondary schools for the 2015/2016 year has been completed and the findings have been shared and discussed with management. Based upon the findings, one follow-up audit is planned for the 2017/2018 year.

### School Follow-up Audits:

Two school follow-up audits were completed in the 2016/2017 Audit Plan. Results and findings were shared and discussed with management. Based upon the findings, one school will have further follow-up audits planned in 2017/2018 because of the nature of the enrolment at the school.

### Desk Audits of New Principals:

Desk audits of newly appointed Principals in 2015/2016 were completed and the findings discussed verbally with the Principals. The desk audit consisted of a review of the accounting file from the school only. No visit to the school occurred.

### Purchasing Card / Employee Expense Reimbursement Audits:

The Purchasing Card and Employee Expense Reimbursement Audits were completed and the findings have been shared and discussed with management. Going forward, these audits will be conducted on an annual basis in accordance with the 2017/2018 Internal Audit Plan.

### Trustee Expenses:

Internal Audit will continue to review all Trustee reimbursements before cheque issuance requesting clarification or additional support as required.

### Internal Audit Mandate:

The development of the internal audit department's mandate will continue into the 2017/2018 audit plan.

### Feasibility of a Board-wide Whistleblower Line:

The research of the feasibility of a board-wide whistleblower line will continue into the 2017/2018 audit plan.

### *Motion:*

*Be it resolved that the Audit Committee receive the 2016/2017 Internal Audit Report – Open Session and that the report be included in the Audit Committee Summary to the Board of Trustees.*





# Halton District School Board

## **PROPOSED 3-YEAR INTERNAL AUDIT PLAN – OPEN SESSION**

(Cheryl Dalrymple, Manager of Internal Audit, July 20<sup>th</sup>, 2017)

<b>School Year</b>	<b>Audit Plan</b>
2017/2018	<ul style="list-style-type: none"> <li>➤ School audits (includes school generated funds (SGF), school council funds (SCF), decentralized budget, enrolment &amp; ESL, transition to School Cash Suite) for approximately 10-14 schools</li> <li>➤ Desk audits of schools with new principals during 2016/2017 (includes SGF &amp; SCF)</li> <li>➤ Follow-up audits of schools as required</li> <li>➤ Gary Allan High School alternative education enrolment audit</li> <li>➤ Payroll Follow-up audit / Possible review of conversion of Ceridian platform</li> <li>➤ Purchasing card audit / employee expense reimbursement audit</li> <li>➤ Follow-up enrolment audit at Gary Allan High School</li> <li>➤ Board audit (continuing education)</li> <li>➤ Review of trustee expenses</li> <li>➤ Research the feasibility of a board-wide whistleblower line</li> <li>➤ Create an Internal audit department mandate</li> </ul>
2018/2019	<ul style="list-style-type: none"> <li>➤ School audits (includes school generated funds (SGF), school council funds (SCF), decentralized budget, enrolment &amp; ESL) for approximately 10-14 schools</li> <li>➤ Desk audits of schools with new Principals during 2017/2018 (includes SGF &amp; SCF)</li> <li>➤ Follow-up audits as required</li> <li>➤ Board audit (Purchasing)</li> <li>➤ Board audit (Allocation of educational assistants – special education)</li> <li>➤ Purchasing card audit / employee expense reimbursement audit</li> <li>➤ Review of trustee expenses</li> </ul>
2019/2020	<ul style="list-style-type: none"> <li>➤ School audits (includes school generated funds (SGF), school council funds (SCF), decentralized budget, enrolment &amp; ESL) for approximately 10-14 schools</li> <li>➤ Desk audits of schools with new Principals during 2018/2019 (includes SGF &amp; SCF)</li> <li>➤ Follow-up audits as required</li> <li>➤ Board audits (To be determined)</li> <li>➤ Purchasing card audit / employee expense reimbursement audit</li> <li>➤ Review of trustee expenses</li> </ul>



## MEMO

TO: Halton District School Board  
FROM: Jenny Baker, Regional Internal Audit Manager  
DATE: September 19, 2017  
SUBJECT: Regional Internal Audit Status Report – Public Committee Session

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This memorandum will serve to update the Audit Committee of the Regional Internal Audit Team's (RIAT) work since June 12, 2017.

### A. Planned Audit – Insurance Program Administration

A meeting was held with the Superintendent of Business Services to discuss the timing of the audit and to identify the key contact. It is expected that detailed planning will commence later in September. Terms of reference for Insurance Program Administration will be presented for your information at the November Audit Committee meeting.

### B. Audit Completed

The draft report summarizing the results of the Information Technology Security and Vulnerability Assessment was issued July 31<sup>st</sup>. On August 30<sup>th</sup> the closing meeting took place to discuss the findings with the General Manager of Information Services and the Superintendent of Education. The final report will be issued after management responses to the recommendations have been received.

### C. Other

- i. Please refer to the attached training plan which reports on RIAT compliance to International Standards for the Professional Practice of Internal Auditing standard #1230 - Continuing Professional Development.
- ii. Rob Jelacic CPA, CA, CMA joined the regional internal audit team as Senior Internal Auditor in June.
- iii. Andrea Eltherington, CIA, CRMA has been seconded on a part-time basis to the Ministry of Education, School Business Support Branch to provide Ministry support for Audit Committees and Internal Audit. Andrea is providing temporary coverage for the Senior Analyst currently on a leave of absence.

### 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 Professional Development.
2. To define training plans to develop and maintain staff professional competencies.

#### Completed 2016-17

Auditor	Training Focus	Date
All Auditors	1.Regional Internal Audit Conference 2.Ontario Association of School Business Officials,(OASBO) Internal Audit Section 3. Relevant seminars/webinars on fraud, ethics, privacy and IT Security offered by the various institutes (*see acronyms below)	November 28-30,2016 4-6 meetings throughout the year.) As offered throughout the year
John Forte	1. OASBO Finance Workshop 2.Fundamentals of IT Auditing (IIA) 3. IIA and ISACA Detroit Chapters-Cyber Security and Emerging Risk areas in Cloud Computing	February 23, 2017 December 12-14, 2016 March 27-29,2017
Andrea Eltherington	1. IIA and ISACA, Detroit Chapters –Cyber Security of Microsoft Windows Server & Active Directory 2. Presenter – OASBO Payroll Section – Auditing Payroll Andrea confirms that she has met the annual continuing education requirements of the IIA.	March 27-29,2017 June 7, 2017
Jenny Baker	1.IIA and ISACA, Detroit Chapters –Cyber Security of Microsoft Windows Server & Active Directory 2. Presenter, OASBO Internal Audit –Update to the IIA Standards 3. Guest Lecturer, University of Waterloo, Undergraduate Accounting, Internal Audit and Business Analytics. Jenny confirms that she has met the annual continuing education requirements of CPA Ontario, ISACA and the ACFE.	March 27-29, 2017 March 31, 2017 May 15, 2017

#### Planned 2017-18

Auditor	Training Focus	Date
All Auditors	1. Regional Internal Audit Conference 2. OASBO Internal Audit 3. Review revised RIAT Audit manual ensuring team practices align with requirements. 4. Relevant seminars/webinars on fraud, ethics, privacy and IT Security offered by the various institutes.	Not scheduled at this time. 4-6 meetings during the year Throughout the year Throughout the year
John Forte	1. Progress through CIA requirements	Throughout the year
Andrea Eltherington	1. Assign audit projects to contribute to meeting CISA experience requirements.	Throughout the year

#### Acronyms

ACFE – Association of Certified Fraud Examiners

IIA- Institute of Internal Auditors

ISACA – Information Systems Audit and Control Association

CIA – Certified Internal Auditor

CPA – Chartered Professional Accountant

CISA – Certified Information Systems Auditor

*Motion:*

*Be it resolved that the Audit Committee receive the Regional Internal Audit Status Report and that the report be included in the Audit Committee Summary to the Board of Trustees.*



# Halton District School Board

Public Session

Report Number:

Date: September 19, 2017

**FOR DECISION**

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

FROM: Audit Committee

RE: Audit Committee Annual Report to the Board of Trustees and Annual Report to the Ministry

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## **Warrant**

This report is a summary of the recommendation arising from the Audit Committee meeting held on September 19, 2017 regarding the Audit Committee annual report to the Board of Trustees as required by Ontario Regulation 361/10.

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## **Recommendation**

*Be it resolved that the Board of Trustees accept the 2016/2017 Audit Committee Annual Report to the Board of Trustees and the 2016/2017 Annual Report to the Ministry.*

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## **Background**

The Halton District School Board (HDSB) Audit Committee met on September 19, 2017  
The purpose of the meeting included;

1. To review the 2016/2017 Annual Reports to the Board of Trustees and to the Ministry

### Review of 2016/2017 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 2016/2017 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.

*Report**page 2*Conclusions

The Audit Committee has reviewed the Audit Committee Annual Report to the Board of Trustees and the 2016/2017 Annual Report to the Ministry.

On behalf of the Audit Committee,

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Jeanne Gray, Chair of the Audit Committee 2016/2017

## **Annual Report to the Board of Trustees For the year ended August 31, 2017**

### ***(Draft – Pending Approval at September 19, 2017 Meeting)***

This report summarizes the audit committee's actions for the year ending August 31, 2017.

### **Audit Committee Members**

The Audit Committee consisted of the following members:

- Jeanne Gray – Chair, Trustee Representative
- Kim Graves, Trustee Representative
- Ann Harvey Hope, Trustee Representative
- Bob Bosshard, Public Representative (to December 2016)
- Mary Caputi, Public Representative
- Dan McKerrall, Public Representative (effective February 2017)

In addition, regular attendees at the Committee meetings included:

- Stuart Miller – Director of Education
- Lucy Veerman – Superintendent of Business Services and Treasurer
- Jackie Sweetman – Controller of Financial Services
- Carrie Salemi – Manager of Financial Services
- Kathryn Samarin – Supervisor of Accounting
- Jenny Baker – Regional Internal Audit Manager
- Cheryl Dalrymple – HDSB Internal Auditor
- David Tonin – Partner, Audit & Assurance, Deloitte LLP

### **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
- developing a work plan;
- developing a meeting schedule and agenda for the year; and
- updating the Audit Committee Terms of Reference

## Meetings

The previous annual report (approved November 2016) summarized the meetings up to November 8, 2016 and dealt with matters related to the 2015/2016 fiscal year. For matters dealing with 2016/2017, there were three 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	February 28, 2017	April 13, 2017	September 19, 2017
Jeanne Gray	X	X	X
Kim Graves	X	X	X
Ann Harvey Hope	X	X	X
Mary Caputi	X	X	X
Dan McKerrall	X	X	X

A meeting will be held in November 2017 for the presentation of the draft 2016/2017 audited financial statements.

The Regulation also requires the Audit Committee Chair 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, 2017. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

## Halton District School Board Internal Auditor

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

## External Auditors

The external auditors, Deloitte LLP, presented the scope and extent of their work for the 2016/2017 audited financial statements to the committee, which the committee



reviewed and recommended for approval at the April 13, 2017 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 2015/2016 year on November 8, 2016.

The Audit Committee recommended the reappointment of the external auditors for the next fiscal year during the meeting held February 28, 2017. As per the Board Executive Limitations Policy, external audit services will be going to tender for the 2018/2019 fiscal year.

### **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 2016/2017 financial statement audit;
- Followed up on any issues discussed at previous meetings;
- Discussed External, Internal and Regional Internal Audit Assessments;
- Held private meetings (i.e. exclusive of Management) with each of the External, Board Internal Auditor and Regional Internal Auditors)
- Worked on development of a Policy – Audit and Non-Audit Services as per Regulation 361/10, Section 9(4)

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

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Jeanne Gray  
Audit Committee Chair 2016/2017

**Annual Report to the Board of Trustees and Forwarded  
To the Ministry of Education  
for the year ended August 31, 2017**

***(Draft – Pending Approval at September 19, 2017 Meeting)***

**District School Board Name:** Halton District School Board

**Fiscal Year:** 2016/2017

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

During the 2016/17 fiscal year, the following internal audits or other engagements were started by the regional internal audit team but not completed by August 31st:

- IT Security and Vulnerability Assessment (field work completed in 2016/17 and report drafted, final audit report will be presented to Audit Committee in 2017/18)

In addition to those listed above, the following audits were completed in the 2016/17 fiscal year:

- Follow-up Audit:
  - Health and Safety
- IT Backup, Disaster and Recovery Audit

Based on the multi-year internal audit plan, we are not expecting any enrolment audits to be performed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Jeanne Gray  
Audit Committee Chair 2016/2017

**Ministry of Education**

School Business Support Branch  
2 Carlton Street, #710  
Toronto, ON M5B 1J3

**Ministère de l'Éducation**

Direction du soutien aux activités  
scolaires  
2 Rue Carlton, #710  
Toronto ON M5B 1J3

**2017: SB23**

**MEMORANDUM TO:** Senior Business Officials  
Regional Internal Audit Managers

**FROM:** Cheri Hayward  
Director  
School Business Support Branch

**DATE:** **September 1, 2017**

**SUBJECT:** **Update on Ministry Support for Audit Committees and  
Internal Audit**

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I would like to inform you about a temporary change in ministry support for the audit committees and internal audit initiative.

Paula Hatt, Senior Analyst, Audit is currently on a leave of absence. To cover the main functions of the position during this leave, Andrea Eltherington, Senior Regional Internal Auditor, West of Central Region has agreed to a part-time secondment with the ministry. Andrea will be supporting the ministry from September 2017 to the end of March 2018, assisting the School Business Support Branch for an average of two days per week. She will spend the remainder of the time in her internal audit home position.

Andrea is an experienced internal auditor with close to 7 years of sector experience. Her experience with both internal audit and school board audit committees will ensure that the sector continues to receive the necessary support on these initiatives.

Every effort will be taken to ensure there is no conflict of interest encountered as Andrea undertakes this dual role.

Andrea can be reached at 416-326-1170 or by email at [Andrea.Eltherington@ontario.ca](mailto:Andrea.Eltherington@ontario.ca).

I would like to thank Andrea for agreeing to fill this role, as well as the West of Central Regional Internal Audit Team and Waterloo Region District School Board for supporting this opportunity.

*Original signed by*

Cheri Hayward  
Director  
School Business Support Branch

cc: Dan Duszczyszyn, Regional Internal Audit Coordinator

**Ministry of Education**

School Business Support Branch  
2 Carlton Street, #710  
Toronto, ON M5B 1J3

**Ministère de l'Éducation**

Direction du soutien aux activités  
scolaires  
2 Rue Carlton, #710  
Toronto ON M5B 1J3

**2017: SB26**

**MEMORANDUM TO:** Senior Business Officials

**FROM:** Cheri Hayward  
Director  
School Business Support Branch

**DATE:** September 7, 2017

**SUBJECT:** 2016-17 Audit Committee Annual Report to the  
Ministry

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The purpose of this memorandum is to provide you with details concerning the reporting requirements outlined in Ontario Regulation 361/10, "Audit Committees", as applicable to the 2016-17 fiscal year.

Under the Regulation, there is a requirement to report to the Ministry of Education in each fiscal year on or before a date specified by the Minister. The intent of this reporting is twofold:

- A list of the work performed by the regional internal auditors in the fiscal year informs the ministry on the use of the internal audit funding allocation and confirms that each board has received a minimum of two engagements from the auditors (or a comprehensive engagement covering at least two processes); and
- A list of planned enrolment audits for upcoming fiscal years allows better coordination of enrolment audits performed by the Ministry of Education and the regional internal audit teams.

A suggested template for the report to the ministry is included in Appendix C of the [Guideline on Audit Committee Reporting](#). Some amendments have been made to the template since last year:

- As the internal audit funding allocation supports only the regional internal audit function, the report should only list the work undertaken by regional internal auditors.

- Where a comprehensive engagement covers multiple processes, each process should be listed.
- For any engagement started but not completed by the end of the year, the status of the engagement should be reported.

Please do not send the audit committee's full Annual Report to the Board of Trustees (Appendix B of the guideline), as it contains more information than the ministry requires.

The audit committee should present the report for the 2016-17 fiscal year, signed by the audit committee chair, to the Board of Trustees no later than November 30, 2017. The Board of Trustees should submit the report to the ministry by January 15, 2018. The audit committee does not need to hold a formal meeting to develop this report.

Signed reports should be submitted by email to [annette.amin@ontario.ca](mailto:annette.amin@ontario.ca) or by mail to:

Annette Amin  
School Business Support Branch  
2 Carlton Street  
Suite 710  
Toronto, ON M5B 1J3

For any questions relating to the audit committee annual report, please contact me by email at [cheri.hayward@ontario.ca](mailto:cheri.hayward@ontario.ca) or by phone at (416) 327-7503.

I encourage you to share this memo with your audit committee members.

*Original signed by*

Cheri Hayward  
Director  
School Business Support Branch

cc: Directors of Education  
Regional Internal Audit Managers  
Dan Duszczyszyn, Regional Internal Audit Coordinator