

**MINUTES OF THE
AUDIT COMMITTEE MEETING - OPEN
HELD ON THURSDAY, June 13, 2024
Virtual TEAMS Meeting**

A. ROLL CALL

Meeting was called to order at 5:10 p.m.

A.1 Audit Committee Member Vacancy

Mrs. Hutchinson informed the committee that following the advertisement for a community representative, qualified applicant was selected to replace long-standing community representative, Nancy Kirby, whose term has expired.

Michael Carson comes to the Audit Committee with over 40 years experience in the broader public sector. Mr. Carson retired in 2022 from the Ottawa Carleton District School Board as Chief Financial Officer. Mr. Carson will serve on the Audit Committee as a community representative for a two-year term.

Mr. Chris Cummings feels Mr. Carson will be a great addition to the committee.

In addition to Mr. Carson's appointment, Mr. Joe Basile agreed to a re-appointment of an additional two-year term effective February 1, 2024, as a community representative on the Audit Committee.

A.2 Audit Committee Members

Present: Karen McAllister, Audit Committee Member and Trustee
Christopher Cummings, Audit Committee Member and Trustee
Joe Basile, Audit Committee Member (External)

A.3 Board Administration

Present: Ashley Hutchinson, Superintendent of Business & Treasurer
Traci Bloomfield, Manager of Finance
Stephanie Keyes, Administrative Assistant, Recording Secretary

A.4 Guests

Present: Genevieve Segu, Regional Internal Audit Manager
Portia Marcaida, Regional Internal Auditor

B. AMENDMENT TO AND APPROVAL OF AGENDA

Recommendation: That the Audit Committee approve the agenda of the Open Meeting of June 13, 2024, as presented".

Moved by: Christopher Cummings

Carried

C. DECLARATION OF CONFLICT OF INTEREST

Not applicable.

D. APPROVAL OF MINUTES

D.1 Minutes of the Open Audit Committee Meeting held on November 16, 2023.

Recommendation: "That the Audit Committee approve the minutes of the Open Meeting held on November 16, 2023, as presented."

Moved by: Joe Basile

Carried

E. PRESENTATIONS

E.1 2023-24 RIAT Update

Regional Internal Audit Manager (RIAM), Genevieve Segu, presented the Audit Committee with an update on the progress of the 2023-2024 audit engagements. Audit reports will be presented, for approval, to the Audit Committee in September 2024.

2023-2024 Management Request Engagement – Fraud Policy Benchmarking

- In reporting status

Follow-up Procedures

- In reporting status

2023-2024 Strategic Risk Assessment

- In-progress status.

2023-2024 Special Education Benchmarking

- In-progress status.

Recommendation: "That the Audit Committee recommend for approval to the Board of Trustees, the 2023-24 RIAT Update, as presented".

Moved by: Christopher Cummings

Carried

E.2 Draft 2024-25 Original Estimates

Superintendent Hutchinson presented in detail the Draft 2024-2025 Original Estimates covering the period, September 1, 2024 to August 31, 2025.

2024-2025 projected student enrolment is 13,457.94. Current projections show a net decrease of 191.99 full time equivalent (FTE) students. The secondary panel has increased by 22.51 FTE and the elementary panel has decreased by 214 FTE, mainly due to decreased kindergarten registrations.

Total Core Education Funding, previously called Grants for Student Needs (GSN), is \$197 million. This is an increase of \$2.9 million. Core Education Funding represents six main revenue pillars of funding.

- Classroom Staffing Fund
- Learning Resource Fund
- Special Education Fund
- School Facilities Fund
- Student Transportation Fund
- School Board Administration Fund

Other Revenue breakdown is estimates at a total of \$22,832,458. This includes Responsive Education Program (REP) grants, previously known as Priorities and Partnership Funding (PPF).

REP's are not consistent year to year and have decreased for 2024-2024. Key priorities of the REP's are as follows:

- Literacy
- STEM
- Supporting Vulnerable Students
- Mental Health
- Student Readiness
- Operations

Deferred revenue is Enveloped funding that is used in-year to offset expenditures for specific purposes. Any remaining balances at the end of the year are carried forward to be used in the following year within the envelope. At the end of 2024-2025 we are estimating deferred revenue balance of \$7.4 million. This is a decrease of almost \$2 million, mainly due to school renewal and special education estimated spending.

Approximately 76% of the total expenditure budget represents salaries and benefits. Board-wide staffing for 2024-2025 is estimated at a total of 1,568.78 FTE. This is a total staffing decrease of 29.9 FTE from 2023-2024; however, there will be an increase in Teachers on the revised estimates.

Salaries and benefits is estimated at \$168 million, this includes the labour provision amount of \$5.6 million for Bill 124.

In Summary, with total revenue for compliance of \$222,064,440 and expenses of \$222,630,285 the CDSBEO will have a compliant in-year deficit of \$575,845 due to the planned implementation of a new Human Resource/Finance/Payroll software. The in-year deficit will be offset by internally appropriated accumulated surplus that was set aside in prior years to support this implementation.

Recommendation: "That the Audit Committee recommend for approval to the Board of Trustees, the 2024-25 Original Estimates, as presented".

Moved by: Christopher Cummings

Carried

F. ACTION ITEMS

Not applicable.

G. INFORMATION ITEMS

Not applicable.

H. CLOSING PRAYER

Committee joined in closing prayer.

I. ADJOURNMENT

Adjourned at 5:50 p.m.

Recommendation: "That the Open Meeting of June 13, 2024, be adjourned."

Moved by: Christopher Cummings

Carried