



**MINUTES OF THE OPEN  
AUDIT COMMITTEE MEETING  
HELD ON WEDNESDAY, JANUARY 8, 2025  
KEMPTVILLE BOARD OFFICE**

A. OPENING

Meeting was called to order at 5:35 p.m.

A.1 Opening Prayer and Territorial Acknowledgement.

B. ROLL CALL

B.1 Audit Committee Members

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

B.2 Board Administration

Present: Ashley Hutchinson, Superintendent of Business & Treasurer  
Rhea Gallinger, Senior Financial Analyst  
Stephanie Keyes, Administrative Assistant

Regrets: Traci Bloomfield, Manager of Finance

B.3 Guests

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

C. AMENDMENT TO AND APPROVAL OF AGENDA

Agenda item G.3 Review of School Generated Funds Guidelines acts as an appendix to agenda item G.2 Fundraising in Schools Administrative Procedure.

***Recommendation: "That the Audit Committee approve the agenda of the open meeting of January 8, 2025".***

***Moved by: Joe Basile***

***Carried***

D. DECLARATION OF CONFLICT OF INTEREST

Not applicable.

E. APPROVAL OF MINUTES

E.1 Minutes of the Audit Committee Meeting held on November 14, 2024.

**Recommendation: "That the Audit Committee approve the minutes of the meeting held on November 14, 2024, as presented."**

**Moved by: Christopher Cummings**

**Carried**

F. PRESENTATIONS

F.1 Audit Committee Annual Agenda Leading Practices

Regional Internal Audit Manager (RIAM) Genevieve Segu advised that the document intends to assist Management and the Audit Committee members in establishing annual meeting agendas, in accordance with regulation 361/10, as well as leading practices for Audit Committees.

Reports contained in the document are applicable across the province and are not limited to written reports, these reports may also be relayed verbally to the committee.

Mrs. Hutchinson spoke specifically to the section outlining Management Reports, as follows:

- *Year-End, Budget and Revised Estimates Financial Reports*
- *Risk Management Reports*
- *Key Performance Indicators (KPIs)*
- *Significant Accounting Policies and Changes*
- *Whistleblower Reports*
- *Fraud Risk Assessments*
- *Procurement Exemptions and Exceptions Report*
- *Departments presentation of Internal Controls*

It was determined that at management's discretion, internal controls that may dramatically impact operations of the Board will be presented to the committee. Mrs. Hutchison will bring a presentation on Cybersecurity to the June 2025 Audit Committee meeting.

**Recommendation: "That the Audit Committee receive as information the Audit Committee Annual Agenda Leading Practices, as presented."**

**Moved by: Michael Carson**

**Carried**

F.2 Travel & International Expenses

Mrs. Hutchinson provided a presentation of the 2023-2024 international and out of province travel expenses across the Board.

- Out of Province - \$12,991
- International Travel
  - Board Coordinator of International Education - \$13,288 (paid from fees funded through International Student Tuition)
  - Mission Trip - \$170,000 (fundraising and family support)

Mrs. Hutchison indicated that the finance team will work to better the internal process to ensure the accuracy of numbers in reporting this information to the committee. One key area where the finance team has increased their due diligence is in their review and processing of travel and expense claims.

Board Administration will report annually to the committee on international and out of province expenditures.

***Recommendation: "That the Audit Committee receive as information the Travel and International Expenses, as presented by Board Administration."***

***Moved by: Christopher Cummings***

***Carried***

G. INFORMATION ITEMS

G.1 Review of Fraud Awareness and Prevention Administrative Procedure

Mrs. Hutchinson noted the purpose of the Fraud Awareness and Prevention Administrative Procedure is to provide guidance to employees regarding fraud, establish a process for reporting concerns about known suspected fraud, and outline a prompt and fair investigation process.

The administrative procedure outlines the actions and responsibilities of individuals in reporting detected or suspected fraud.

Following Policy Committee review and approval to take place on February 4, 2025, the Board will implement the Fraud Awareness and Prevention Administrative Procedure to employees by way of the Board's website, an internal presentation to school administrators, and boardwide dissemination of the administrative procedure.

***Recommendation: "That the Audit Committee recommend for approval to the Policy Committee, the Fraud Awareness and Prevention Administrative Procedure."***

***Moved by: Joe Basile***

***Carried***

G.2 Review of Fundraising in Schools Administrative Procedure

Mrs. Hutchison reported that the purpose of the Fundraising in Schools Administrative Procedure is to provide appropriate guidance to school staff and fundraising volunteers by providing specific procedures and guidelines for fundraising in our schools.

This administrative procedure will rescind three current Board policies, as the three policies identified below have now been incorporated into the Fundraising in Schools Administrative Procedure.

- F16:1 Fundraising
- C1:7 Corporate Sponsorship
- C1:6 School Generated Funds

Mrs. Hutchinson indicated that a Major Fundraisers section has been added to the administrative procedure.

The Policy Committee will review, for their approval, the Fundraising in Schools Administrative Procedure on February 4, 2025.

***Recommendation: "That the Audit Committee recommend for approval to the Policy Committee, the Fundraising in Schools Administrative Procedure."***

***Moved by: Christopher Cummings***

***Carried***

G.3 Review of School Generated Funds Guidelines

Appendix to item G.2.

G.4 Next Meeting Date

Thursday, June 5, 2025

I. CLOSING PRAYER

Committee joined in closing prayer.

J. ADJOURNMENT

***Recommendation: "That the Open Meeting of January 8, 2025, be adjourned at 6:25 p.m."***

***Moved by: Joe Basile***

***Carried***