

The Minutes of the Open Audit Committee Meeting held on October 3, 2024 at 6:30 p.m. in the Small Boardroom and by Google Meet (*).

PRESENT

Trustees: Loretta Durst (Chair), John Connolly, Kevin Mackenzie.

External Member:

Internal Auditor: Aryn Bhanyani(*), Jeff Henderson(*).

External Auditor: Jon Hickey.

Administration: Stephen O'Sullivan, Sean Heuchert, Teri Smith.

Regrets: Trang Nguyen, Joanna Park, Deb McRae.

Recorder: Sarah Barker.

1. **Call to Order**

Loretta Durst called the meeting to order at 6:57 pm.

a. Opening Prayer

John Connolly, led the Audit Committee in Opening Prayer.

b. Land Acknowledgement

Kevin MacKenzie provided a territorial recognition, acknowledging that we are meeting on the traditional territory of the Mississauga Anishinaabeg.

c. Approval of Agenda

Motion: Moved by John Conolly, seconded by Kevin MacKenzie, that the Audit Committee Open Agenda for October 3, 2024 be approved.

Carried.

d. Declarations of Conflicts of Interest

Director Stephen O'Sullivan advised the committee that his brother in law, Jeff Taylor, is still an employee with Baker Tilly. Jon Hickey, our external auditor with Baker Tilly, confirmed this did not cause any conflicts in the past year, and that Jeff has no involvement with audit services provided to PVNC Catholic.

e. Approval of the Minutes of the Audit Committee held on Thursday, June 13, 2024.

Motion: Moved by Kevin MacKenzie, seconded by John Conolly, that the Audit Committee Meeting Open Minutes from Thursday, June 13, 2024 be approved.

Carried.

f. Business Arising from the Minutes

There was no business arising from the Minutes.

2. Recommended Actions/Presentations:

There were no recommended actions/presentations.

3. Information Items:

a. Engagement Letter to the Board

Jon Hickey, from Baker Tilly, reported the engagement letter outlines the responsibilities, and what is necessary to conduct the audit. The audit fees are based on a standard based quote. There were no changes to the terms and conditions that required discussion, and this letter remains standard.

b. Planning Letter Audit Committee

Jon Hickey advised the planning letter is used for PVNC Catholic and Baker Tilly to highlight each party's responsibility, and details of the audit approach and materiality.

c. Baker Tilly: 2024 Audit Plan

Jon Hickey gave a brief summary of the audit plan and the upcoming key dates. The plan shows testing, recommendations, audit procedures and the approach to

sampling. There were questions regarding reporting periods, and how the sampling and benchmarks are chosen.

d. Regional Internal Audit Plan

Amyr Bhanyani, Internal Auditor, advised that the Tech Shop review is now completed. The EA Allocation Audit is still in progress.

Jeff Henderson, Internal Auditor, briefly reviewed the Internal Audit Plan. The development of this process is based on the results of other audits, possible incidents or frauds, management priorities or requests, and topics of common interest from other boards. The internal auditors perform internal audits for 9 school boards total, and it is sometimes useful to do multiple boards as a horizontal audit.

There will be a Principal Risk Assessment Workshop Audit in the 2024-2025 plan, this will help guide new Principals with internal controls and strategies.

The Student Enrollment Audit is planned for the 2024-2025 audit plan, and is based on the Ministry reporting done by boards on October 31st and March 31st annually. This is a huge component that helps fund boards, and is similar to the audit conducted by the Ministry. This helps boards prepare in case they are selected by the Ministry for a similar audit.

The Work Order Process review is planned for the 2025-2026 Audit Plan. This will ensure the process for work orders from schools to the Facilities Department are in compliance.

There will be a Network Penetration Test on the school board network security protocols in the 2025-2026 Audit Plan. This historically has been a vulnerability test conducted internally, but will be done as a penetration test by an outsourced provider.

There were discussions regarding how the audit topics are chosen, and how the auditors collect the information for their audits.

Motion: Moved by Kevin MacKenzie, seconded by John Connolly, that the 2024-2025 Regional Internal Audit Plan be accepted.

Carried.

There was discussion regarding how the External Auditors conduct their investigations remotely.

4. Old Business

There was no old business discussed.

5. New Business

There was no new business discussed.

6. Next Meeting

- a. Date: November 14, 2024, Small Boardroom, 6:45 p.m.

7. Conclusion

- a. Closing Prayer

Teri Smith led the Audit Committee with a closing prayer.

- b. Adjournment

Motion:Moved by John Connolly, seconded by Kevin Mackenzie, that the Audit Committee meeting be adjourned at 7:35 pm.

Carried.

Loretta Durst
Committee Chairperson
/sb

Sean Heuchert
Superintendent of Business
and Finance