



B.2 Director's Report to the Board

Date: 2023 11 28

Subject: AUDIT COMMITTEE ANNUAL REPORT 2022-2023

2.1.0 Background

2.1.1 Ontario Regulation 361/10 s.15 – “Audit Committees” requires Audit Committees to present an Annual Report with specific reporting categories to the Board of Trustees.

2.1.2 Trustee and Chair of the Audit Committee, Sheryl Evans presented the annual report to the Board of Trustees.

2.1.3 The Audit Committee consists of Trustee member Sheryl Evans, (past Chair of the Audit Committee), Trustees Nick Apostle (new Chair of the Audit Committee for 2023-24) and Elaine Johnston. Ex-officio members are Board Chair, Jennifer Sarlo and Lucia Reece, the Director of Education. External Audit Committee members are Steve Nott and Lara Stilin. Board staff, who are present as a resource to the committee, are the Associate Director of Corporate Services & Operations, Joe Santa Maria and the Manager of Finance, Marina Tombari.

2.2.0 Information

2.2.1 The Annual Report of the Audit Committee for the Algoma District School Board is attached. (Attachments B.2 #1).

2.3.0 Recommendation

2.3.1 It is recommended that the Board receive the 2022-2023 Annual Report of the Audit Committee as outlined in the Director's Report to the Board of 2023 11 28.

2.4.0 Proposed Resolution

2.4.1 That the Board receive the 2022-2023 Annual Report of the Audit Committee as outlined in the Director's Report to the Board of 2023 11 28.



Annual Report to the Board of Trustees For the year ended August 31, 2023

This report summarizes the audit committee's actions for the year ending August 31, 2023.

Audit Committee Members

The audit committee consisted of six members, listed below:

Trustee Members:

- Sheryl Evans (Chair)
- Jennifer Sarlo, (ex officio)
- Nick Apostle
- Elaine Johnston

External Members:

- Stephen Nott
- Lara Stilin (Term began November 24, 2021)

In addition, regular attendees at the Committee meetings were:

- Lucia Reece – Director of Education
- Joe Santa Maria – Associate Director of Corporate Services & Operations
- Christine Evoy – Manager of Finance
- Melissa Dodge – Regional Internal Audit Manager
- Tiffany Cecchetto – External Auditor, KPMG
- Eric Pino – External Auditor, KPMG
- Mitch Marinovich – External Auditor, KPMG

Administrative Tasks

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

- Focusing internal audit on key risk areas and the adequacy and effectiveness of the board's risk management and internal control systems.
- Clarifying the audit committee's role in reviewing and overseeing internal and external audit functions and financial reporting processes (through Audit Committee Self-Assessment).
- Developing an internal audit work plan; and
- Developing a meeting schedule and agenda for the year.

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Meetings

It was agreed to hold three meetings throughout the year, with a fourth meeting if deemed necessary. The minimum required by O.Reg 361/10 is three meetings. Four meetings were held, and the members in attendance at each of these meetings were as follows: (✓ = in attendance and blank = not in attendance)

Member	17-Oct-22	23-Nov-22	31-May-23
Sheryl Evans	☒	☒	☒
Nick Apostle	☐	☐	☒
Jennifer Sarlo	☒	☒	☒
Elaine Johnston	☐	☐	☒
Stephen Nott	☒	☒	☒
Lara Stilin	☐	☒	☐

Governance

The audit committee operated throughout the fiscal year, which ended on August 31, 2022. All members satisfied the eligibility requirements by Ontario Regulation 361/10 Audit Committees under the Education Act.

External Auditors

The relationship with the external auditors has been satisfactory and private meetings were held during the year. The external auditors, *KPMG*, presented the scope and extent of their work to the committee, which the committee reviewed and recommended for approval at the October 17, 2022, meeting. The external auditors confirmed their independence at this meeting and in the letter dated December 1, 2022, appended to the 2021-22 Audited Financial Statements. The audit committee reviewed and recommended the approval of the annual audited financial statements on November 22, 2022.

Internal Auditors

The relationship with the internal auditors has been satisfactory and private meetings were held during the year. The Committee reviewed the risk assessment results and the risk-based Multi-Year Internal Audit Plan (Exhibit A attached), including audits scheduled for the 2022/23 fiscal year.

The audit committee received reports from the Regional Internal Audit Manager that assessed the progress toward management's implementation of action plans developed in response to previous audit findings. This enabled the audit committee to engage management in a

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discussion regarding findings not satisfactorily actioned and encouraging renewed efforts on overdue action plans.

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:

- Received a report from the internal auditors to confirm the effectiveness of controls across the school board.
- Confirmed that the external and internal auditors did not encounter any difficulties during their work.
- Reviewed the fees charged by the external auditors in respect of the 2022-23 audit.
- Reviewed the fees paid to the external auditors in respect of other audit work undertaken during the year.
- Reviewed and evaluated the external auditors' performance.
- Reviewed and evaluated the effectiveness of the internal audit function, including the performance of the regional internal audit manager and their team.
- Queried management on their approach to risk management as well as their strategy to manage such risks; and
- Performed a self-assessment.

By the signature noted below, we attest that we have discharged our duties and responsibilities under Ontario Regulation 361/10.

On behalf of the audit committee



Sheryl Evans (Nov 20, 2023 11:52 EST)

Sheryl Evans, Audit Committee Chair

11/20/2023

Date

November 23, 2022

Exhibit A

Multi-Year Internal Audit Plan

As at; May 31, 2023

2021/2022

Audit	Attendance Management	AP and Procurement	Follow Up
Area	Human Resources	Business	
Rationale	High-risk score High impact on cost and service delivery	Lean audit Process efficiency and review	ongoing
Notes	Carried forward 19/20; deferred due to pandemic	AP and Procurement	

2022/2023

Audit	Manage Communications	Energy Management	Follow Up
Area	IT	Facilities	
Rationale			ongoing
Notes			

2023/2024

Audit	Manage Communications	Energy Management	Follow Up
Area	IT	Facilities	
Rationale			ongoing
Notes	In progress	Carried Forward	

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