

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD



Administrative Office: 451 Park Street West, P. O. Box 210, Windsor, Ontario N9A 6K1

PUBLIC SESSION MEETING OF THE AUDIT COMMITTEE

Monday, September 12, 2022

3:00 pm

Via Microsoft Teams

PLEASE SIGN AND EMAIL THE DISCLOSURE OF CONFLICT OF INTEREST TO TAMMY MELOCHE
(Requirement as per Ontario Regulation 361/10 Subsection 14(1)).

In attendance at this meeting:

- Alicia Beneteau, KPMG (External Auditor)
- Christopher O'Connor, PWC Internal Auditor – effective until August 31, 2022)
- Suk Bedi, KPMG (Internal Auditor – effective September 1, 2022)
- Brian Bost, KPG (Internal Auditor)

AGENDA

Pages

- A. CALL TO ORDER (Superintendent Armstrong, Chair Pro Tem)
- B. ATTENDANCE
- C. APPROVAL OF AGENDA
 - C.1 Agenda
- D. NEW BUSINESS
 - D.1 Audit Committee
 - a) Election of Chairperson of the Audit Committee for the months of September to November
 - b) Election of Vice-chairperson of the Audit Committee for the months of September to November
- E. CONVENE TO PRIVATE SESSION
PUBLIC SESSION WILL RECONVENE UPON ADJOURNMENT OF PRIVATE SESSION
- F. DECLARATION OF CONFLICT OF INTEREST
- G. ACTIONS OF AUDIT COMMITTEE MEETING PRIVATE SESSION
- H. APPROVAL OF MINUTES
 - H.1 Minutes of Public Session meeting of the Audit Committee – June 13, 2022 *Attachment 1*
- I. BUSINESS ARISING FROM THE MINUTES

Audit Committee Members:
Alan Halberstadt, Trustee
Ron Le Clair, Trustee
Gale Hatfield, Trustee
Dolph Barsanti, External Member
Patrick Goggins, External Member

Committee Liaison – Shelley Armstrong
Administrative Assistant – Tammy L. Meloche

- J. NEW BUSINESS

- K. REPORTS (TO BE RECEIVED)
Nil

- L. ADJOURNMENT

Next scheduled meetings of the Audit Committee are:

- November 14, 2022 at 3:00 p.m., via Microsoft Teams
- June 12, 2023 at 3:00 p.m., via Microsoft Teams

Audit Committee Members:
Alan Halberstadt, Trustee
Ron LeClair, Trustee
Gale Hatfield, Trustee
Dolph Barsanti, External Member
Patrick Goggins, External Member

Committee Liaison – Shelley Armstrong
Administrative Assistant – Tammy L. Meloche

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MINUTES OF A PUBLIC SESSION MEETING OF THE AUDIT COMMITTEE OF THE GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD HELD ON MONDAY, JUNE 13, 2022 virtual by Microsoft Teams

PRESENT AUDIT COMMITTEE MEMBERS:

G. Hatfield (Chairperson)
A. Halberstadt
R. Le Clair
P. Goggins (External member)

REGRETS D. Barsanti (External member)

ADMINISTRATION:

E. Kelly, Director of Education
S. Armstrong, Superintendent of Business

OTHER ADMINISTRATIVE STAFF:

L. Beneteau, Accounting Supervisor
S. Maheux, Manager of Financial Services

RECORDER: T. Meloche

A. CALL TO ORDER

Chairperson Hatfield assumed the Chair and called the meeting to order at 3:00 p.m.

B. ATTENDANCE

Chairperson Hatfield noted Dolph Barsanti sent regrets.

C. APPROVAL OF AGENDA

Moved by Trustee Le Clair
Seconded by P. Goggins

THAT THE AGENDA BE APPROVED AS PRINTED.

CARRIED

D. CONVENE TO PRIVATE SESSION

Moved by Trustee Le Clair
Seconded by P. Goggins

TO MOVE INTO PRIVATE SESSION.

CARRIED

E. DECLARATION OF CONFLICT OF INTEREST

There were no Declarations of Conflict of Interest for this meeting.

F. ACTIONS OF AUDIT COMMITTEE MEETING PRIVATE SESSION

Nil

G. APPROVAL OF MINUTES

Moved by Trustee Halberstadt
Seconded by Trustee Le Clair

THAT THE MINUTES OF THE MARCH 2, 2022 AUDIT COMMITTEE MEETING (PUBLIC SESSION) BE APPROVED AS PRINTED.

CARRIED

H. BUSINESS ARISING FROM THE MINUTES

Nil

I. NEW BUSINESS

I.1 Audit Committee Planning

The next meeting dates for 2022-2023 were confirmed as follows, commencing at 3:00 p.m. virtually

- September 19, 2022
- November 14, 2022
- June 12, 2023

It was noted audited financial statements are due to the Ministry November 15, 2022. To approve the financial statements as business of the current Board, the November meeting was proposed for November 14, 2022 with a Board meeting to follow to approve the audited financial statements.

It was noted planning dates are subject to change. Audit Committee Members will be advised accordingly.

J. REPORTS

J.1 March 31, 2022 Specified Audit Procedures Report to the Ministry of Education

It was noted there are no issues in the report.

P. Goggins noted the report indicates “not applicable” however KPMG indicated they have done work. The language is confusing. S. Maheux noted the Auditors followed a template specific to the Ministry. The Ministry requirement is for the Auditors to agree for submission however KPMG’s response is not applicable.

Superintendent Armstrong thanked Leah Beneteau and the Finance team for the efficient help with the audit.

K. ADJOURNMENT

There being no further business before the Committee, the Chairperson adjourned the meeting at 3:38 p.m.

Next scheduled meeting of the Audit Committee is:

- September 19, 2022 at 3:00 p.m., Via Microsoft Teams