



DURHAM DISTRICT SCHOOL BOARD

NOTICE OF MEETING

AUDIT COMMITTEE PUBLIC SESSION

Wednesday, March 22, 2023

Chairperson: To Be Elected

Recording Secretary: Kristin Talbot

DATE: Wednesday, March 22, 2023

TIME: 6:00 p.m.

LOCATION: Virtual

ATTACHMENTS: Agenda

Copies to:

Committee Members

Director of Education

Associate Director of Corporate Services

Invited Board Staff

Invited Guests



Durham District School Board

Audit Committee Meeting

PUBLIC AGENDA

Wednesday, March 22, 2023

6:00 p.m.

Virtual

	<u>Presented By</u>	<u>Page</u>
1. Call to Order	D. Wright	
2. Land Acknowledgement	D. Wright	
3. Declarations of Conflict of Interest	D. Wright	
4. Approval of the Agenda	D. Wright	
5. Election of the Chair	D. Wright	
6. Approval of the November 10, 2022 Audit Committee Public Meeting Minutes	Chair	1 - 2
7. Annual Agenda Plan	D. Wright	3
8. Other Business	Chair	
9. Next Meeting – June 21, 2023		
10. Adjournment	Chair	



Durham District School Board

Audit Committee Meeting

DRAFT MINUTES

A PUBLIC meeting of the Audit Committee was held on Thursday, November 10, 2022, virtually via ZOOM.

1. Call to Order

Chair Edwards called the meeting to order at approximately 6:00 p.m.

Committee Members Present:	Donna Edwards, Trustee Scott Templeton, Trustee Leslie Miller, External Member
Committee Members Regrets/Absences:	Carolyn Morton, Trustee Olufunke Majebi, External Member
Staff Present:	Norah Marsh, Director of Education David Wright, Associate Director of Corporate Services Melissa Durward, Senior Manager of Finance Jennifer Machin, Senior Manager of Finance Tara Knight, Manager of Accounting Sid Lashley, Internal Auditor
Guests Present:	Trevor Ferguson, Deloitte Heather LaPlante, Deloitte Jeff Henderson, Regional Internal Audit Manager
Guest Regrets/Absences:	Amyr Bhayani, Senior Regional Internal Auditor
Recording Secretary:	Kristin Talbot, Executive Assistant

2. Land Acknowledgement

Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

3. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of the Agenda

MOVED by Leslie Miller

That the agenda be approved as presented.

CARRIED

5. Approval of the September 21, 2022 Audit Committee PUBLIC Meeting Minutes

MOVED by Leslie Miller

That the minutes be approved as presented.

CARRIED

6. Financial Process and the 2021-2022 Financial Statements

Associate Director Wright and Melissa Durward reviewed the Audited Financial Statements for the year-ended August 31, 2022.

A discussion ensued, and questions were responded to.

MOVED by Scott Templeton

That the Audit Committee recommend to the Board of Trustees that the 2021-2022 Audited Financial Statements of Durham District School Board, including transfers to and from internally restricted funds, be approved as presented.

CARRIED

7. Other Business

There was no other business.

8. Next Meeting Date

March 22, 2023

9. Adjournment

The meeting was adjourned at 6:11 p.m.

Donna Edwards
Chair of the Committee

DDSB Audit Committee

Annual Agenda Plan

September

- Ensure quorum is present
- Maintain minutes, review and approve the minutes of prior meetings
- Members declare any potential financial benefits relating to agenda items
- Annual report to the Ministry (prior fiscal year)
- Annual report to the Board of Trustees (prior fiscal year)
- Regional internal auditor performance evaluation (prior fiscal year)
- External auditor performance evaluation (prior fiscal year)
- Regional internal audit mandate review (current fiscal year)
- Review regional internal audit plan (current fiscal year)
- Meet with management, regional internal audit, and external auditors privately to discuss any necessary matters

November

- Ensure quorum is present
- Maintain minutes, review and approve the minutes of prior meetings
- Members declare any potential financial benefits relating to agenda items
- Review of financial statements (prior fiscal year)
- Review of external auditor's management letter (prior fiscal year)
- Meet with management, regional internal audit, and external auditors privately to discuss any necessary matters

March

- Ensure quorum is present
- Maintain minutes, review and approve the minutes of prior meetings
- Members declare any potential financial benefits relating to agenda items
- Election of Committee Chair
- Review regional internal audit plan (current and next fiscal year)
- Make a recommendation to the Board on the appointment of external member (next three-year term, as needed)
- Make a recommendation to the Board on the appointment of external auditor (next fiscal year, as needed)
- Meet with management, regional internal audit, and external auditors privately to discuss any necessary matters

June

- Ensure quorum is present
- Maintain minutes, review and approve the minutes of prior meetings
- Members declare any potential financial benefits relating to agenda items
- Review of external auditor's audit plan (next fiscal year)
- Review of internal audit plan (current and next fiscal year)
- Meet with management, regional internal audit, and external auditors privately to discuss any necessary matters