



DURHAM DISTRICT SCHOOL BOARD

NOTICE OF MEETING

AUDIT COMMITTEE PUBLIC SESSION

Wednesday, March 20, 2024

Chairperson: Leslie Miller

Recording Secretary: Kristin Talbot

DATE: Wednesday, March 20, 2024

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 20, 2024

6:00 p.m.

Virtual

	<u>Presented By</u>	<u>Page</u>
1. Call to Order		
2. Land Acknowledgement	Chair Miller	
3. Introduction of New Member	D. Wright	
4. Declarations of Conflict of Interest	Chair Miller	
5. Approval of the Agenda	Chair Miller	
6. Approval of the November 9, 2023 Audit Committee Public Meeting Minutes	Chair Miller	1 - 2
7. Annual Agenda Plan	D. Wright	3
8. Other Business	Chair Miller	
9. Next Meeting – June 19, 2024		
10. Adjournment	Chair Miller	



Durham District School Board

Audit Committee Meeting

DRAFT MINUTES

A PUBLIC meeting of the Audit Committee was held on Thursday, November 9, 2023, virtually via ZOOM.

1. Call to Order

Chair Miller called the meeting to order at approximately 6:03 p.m.

Committee Members Present:	Michelle Arseneault, Trustee Stephen Linton, Trustee Shailene Panylo, Trustee Olufunke Majeji, External Member Leslie Miller, External Member
Staff Present:	Camille Williams-Taylor, Director of Education and Secretary to the Board David Wright, Associate Director, Corporate Services and Treasurer of the Board Melissa Durward, 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 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 Olufunke Majebi

That the agenda be approved as presented.

CARRIED

5. Approval of the September 20, 2023 Audit Committee PUBLIC Meeting Minutes

MOVED by Stephen Linton

That the minutes be approved as presented.

CARRIED

6. Financial Process and the 2022-2023 Financial Statements

Associate Director Wright and Melissa Durward reviewed the Audited Financial Report for the year-ended August 31, 2023.

MOVED by Michelle Arsenault

That the Audit Committee recommend to the Board of Trustees that the 2022-2023 Financial Report 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 20, 2024

9. Adjournment

The meeting was adjourned at 6:12 p.m.

Leslie Miller
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 (as needed)
- 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