

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

**AUDIT COMMITTEE MEETING**

Monday, September 21, 2020 at 3:00 p.m.  
Roy H. Wilfong Boardroom  
Education Centre  
1994 Fisher Drive, Peterborough

*Due to the current health advisory the meeting will be livestreamed for the public through KPR YouTube. [To view the meeting, click here.](#)*

**A G E N D A**

- ITEM 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT
- ITEM 2. ADOPTION OF AGENDA
- ITEM 3. DECLARATIONS OF CONFLICTS OF INTEREST
- ITEM 4. ADOPTION OF MINUTES OF COMMITTEE MEETING OF JUNE 8, 2020
- ITEM 5. PRESENTATIONS / DELEGATIONS
- ITEM 6. BUSINESS ARISING FROM THE MINUTES
- ITEM 7. AUDITOR REPORTS
  - 7.1 Report of the Internal Auditors – Mark Connors and Tracey Rodgers
- ITEM 8. DECISION ITEMS
- ITEM 9. INFORMATION ITEMS
- ITEM 10. CORRESPONDENCE
- ITEM 11. BOARD MEMBER ADDITIONS
- ITEM 12. FUTURE COMMITTEE MEETING DATES

***Meetings are Mondays at 3:00 p.m. in the Roy H. Wilfong Boardroom, unless noted otherwise.***

November 9, 2020	June 7, 2021
February 8, 2021	
- ITEM 13. ADJOURNMENT

Note: If unable to attend, please advise Stacey Foss at [stacey\\_foss@kprdsb.ca](mailto:stacey_foss@kprdsb.ca)

**SUBJECT TO COMMITTEE APPROVAL**

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

**DRAFT AUDIT COMMITTEE MEETING MINUTES**

Held Monday, June 8, 2020 at 3:00 p.m.  
Roy H. Wilfong Boardroom, 1994 Fisher Drive, Peterborough, Ontario

Present: Milena Ceglie (Committee Chairperson), Trustees Diane Lloyd (Chairperson of the Board), Sarah Bobka (Vice-chairperson of the Board) and Terry Brown; and Alison McLaren.

Also Present: C. Arnew, A. Foster, C. McKeen; M. Connors, V. Mason, R. Steiging; and S. Foss.

Due to the current health advisory and public health measures in place provincially, the meeting was held virtually using WebEx.

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

The meeting was called to order (3:05 p.m.) and it was recognized and acknowledged that the committee is meeting on the traditional territory of the Mississauga First Nations.

**ADOPTION OF AGENDA**

It was,

Moved by: Trustee Brown  
Seconded by: Trustee Bobka

**That the Agenda be adopted as printed.**

**CARRIED**

**ADOPTION OF MINUTES**

It was,

Moved by: Trustee Bobka  
Seconded by: Trustee Brown

**That the minutes of the Audit Committee meeting of February 10, 2020 be adopted as recorded.**

**CARRIED**

AUDITOR REPORTS

Report of the External Auditors

Superintendent Arnew reported that each year the external auditors provide an audit plan, Audit Committee planning letter and engagement letter to the Audit Committee.

Veronica Mason, representing Baker Tilly KDN LLP, reviewed the overall objectives and scope of the Audit Plan for 2020, including planned audit procedures, dates for field work, fees, accounting services and quality control procedures. It was noted that proposed dates must remain flexible due to the COVID-19 pandemic measures, that audit work can be done remotely, and that the Literacy Basic Skills (LBS) and Ontario Youth Apprenticeship Program (OYAP) audits were no longer required. Committee members were invited to bring forward other issues to be addressed in the audit plan.

Richard Steinginga, representing Baker Tilly KDN LLP noted the annual auditor Engagement Letter, and provided in-depth review of the Audit Committee Planning Letter, detailing auditor independence, responsibilities of auditors and Audit Committee members, significant accounting principles and procedures and other matters. Audit procedures include a combination of tests and controls to evaluate whether effective controls are in place and detect any material misstatements. It was noted that the audit does not relieve management or those responsible for governance of their responsibilities and there is a duty to prevent and detect illegal actions. R. Steinginga reported that the impacts of COVID-19 could create higher risks which will be addressed should they come up.

Questions of clarification were addressed, and discussion continued concerning the integrity of the audit and the security of electronic data.

It was,

Moved by: Trustee D. Lloyd  
Seconded by: Trustee Brown

**That the 2020 External Audit Plan be approved.**

**CARRIED**

It was,

Moved by: Trustee Brown  
Seconded by: Trustee D. Lloyd

**That the Committee move to In-camera Session (3:38 p.m.).**

**CARRIED**

The Open Session of the meeting resumed (4:25 p.m.).

Committee Chairperson M. Ceglie noted the next meeting of the Audit Committee would take place on September 21, 2020.

**ADJOURNMENT**

It was,

Moved by: Trustee D. Lloyd  
Seconded by: Trustee Brown

**That the Audit Committee meeting be adjourned at 4:25 p.m.**

**CARRIED**

Milena Ceglie  
Committee Chairperson  
June 8, 2020

**DRAFT**

## Kawartha Pineridge District School Board

TO: The Chairperson and Members of the KPRDSB Audit Committee  
 FROM: Regional Internal Audit Manager  
 DATE: September 21, 2020  
 SUBJECT: Internal Audit Update

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### 1. Purpose

This report provides information on work that the Regional Internal Audit Team (RIAT) has undertaken since the last verbal update on June 8, 2020.

### 2. Content

#### 2.1 Regional Internal Audit Plan Status 2019-20

Ref	Audit	Year	Comments
KPRDSB 20-1	School Generated Funds	2019-20	Not initiated due to COVID-19
KPRDSB 20-2	Enrolment	2019-20	Not initiated due to COVID-19
KPRDSB 20-3	Risk Assessment and Audit Plan	2019-20	Risk assessment cancelled for strategic risk assesment
KPRDSB 20-4	Recommendations Tracking	2019-20	Not initiated
KPRDSB 20-5	Management Request – School Cash Audit	Completed	Presented at the February In-Camera meeting

### 2.2.1 Proposed Regional Internal Audit Plan 2020-21

Ref	Audit	Year	Comments
KPRDSB 21-1	Legislative Compliance	2020-21	Timing TBD
KPRDSB 21-2	Strategic Risk Assessment	2020-21	Timing TBD

- **Legislative Compliance (KPRDSB 21-1)**

This review will provide an assessment of the processes used by the Board for ensuring compliance with the appropriate legislations and regulations. Internal Audit has engaged with a 3rd party (KPMG LLP) to develop a compliance universe of the key legislations and regulations relevant to school boards as well as developing criteria to prioritize these legislations. This piece of work is being completed at a pilot board in the Barrie Region with the intent of Internal Audit to roll it out with the other boards but modifying it based on the individual boards risk ranking.

- **Strategic Risk Assessment (KPRDSB 21-2)**

Strategic risks are those that threaten to disrupt the assumptions at the core of an organization's strategy. They're often hard to spot and hard to manage. What makes them especially difficult for executive teams is that traditional approaches view risk as mainly negative—things to hedge or mitigate.

The project will provide the board with a rankable functionally focused risk register that will, where appropriate, be linked to Board strategy and will help management and RIAT focus on key issues. We have contracted with MNP consulting in order to deliver this project. MNP's Enterprise Risk Services Practice, specialize in Enterprise Risk Management (ERM), Strategic Planning and Business Resilience.

### 3. Recommendations

1. That the proposed 2020-2021 Regional Internal Audit Plan be approved.
2. That the Internal Audit Update Report, dated September 21, 2020, be received for information.

**Respectfully Submitted by: Mark Connors, Regional Internal Audit Manager**