



*The Niagara Catholic District School Board through
the charisms of faith, social justice, support and leadership,
nurtures an enriching Catholic learning community for all
to reach their full potential and become living witnesses of Christ.*

AGENDA AND MATERIAL

**AUDIT COMMITTEE MEETING
PUBLIC SESSION**

**FRIDAY, SEPTEMBER 24, 2021
10:00 A.M.**



*Electronic Meeting in Compliance with Education Act Section 207 and Ontario Regulation 463/97 Section 5.1 (2)
Public Access 1-647-374-4685 Meeting ID: 814 6639 2762 Passcode: 988134*

A. ROUTINE MATTERS

- | | |
|--|------|
| 1. Opening Prayers | - |
| 2. Roll Call | - |
| 3. Nominations and Election of Chair for 2021-2022 | - |
| 4. Approval of the Agenda | - |
| 5. Declaration of Conflict of Interest | |
| 5.1 Declaration of Conflict of Interest Form(2021-2022) | A5.1 |
| 5.2 Declaration of Conflict of Interest re Agenda (verbal) | |
| 6. Minutes of the Audit Committee Meeting | |
| 6.1 June 18, 2021 | A6.1 |

B. REPORTS

- | | |
|---|----|
| 1. Regional Internal Audit Status Report. | B1 |
| 1.1 2021-2022 Education and Training Plan | |
| 2. Ministry of Ontario Memorandum 2021:SB18 | B2 |

C. BUSINESS IN CAMERA

D. FUTURE MEETINGS

E. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
AUDIT COMMITTEE MEETING
SEPTEMBER 24, 2021**

PUBLIC SESSION

**TITLE: DECLARATION OF CONFLICT OF INTEREST FORM
(2021-2022)**

The Declaration of Conflict of Interest Form is presented for signature by each Member of the Audit Committee.

Presented by: Niagara Catholic District School Board Audit Committee Chair

Date: September 24, 2021



**Declaration to the Chair of the Audit Committee of
the Niagara Catholic District School Board
by a Member of the Audit Committee
as to Whether or Not the Member has a Conflict of Interest**

1. This Declaration applies to:
(check one)

- ☐ a) the Committee meetings of the Audit Committee for the fiscal year 2021-2022
- ☐ b) any changes subsequent to the fiscal year declaration.

2. I _____, declare that I do not have a conflict of interest as
(name of member)
Defined by Subsection 4(2) of O. Reg 361/10, Education Act, RSO 1990 C.E-2.
(strike out if inapplicable)

3. I _____, declare that I have a conflict of interest as
(name of member)
defined by Subsection 4(2) of O. Reg 361/10, Education Act, RSO 1990 C.E-2 because one or more of
my: parents(s), child(ren) or spouse is/are employed by the Board at this time.
(strike out if inapplicable)

Dated at Welland, Ontario this _____ day of _____, 2021.

Audit Committee Member

Note: Subsection 4(2) O. Reg 361/10, Education Act, RSO 1990 C.E-2 states:

“4(2) For the purposes of clause (1)(c), a person has a conflict of interest if his or her parent,
child or spouse is employed by the board”.

Written declarations must be submitted to the Chair of the committee at the first meeting of the
committee in each fiscal year as per Subsection 14(1) O. Reg 361/10.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
AUDIT COMMITTEE MEETING
SEPTEMBER 24, 2021**

PUBLIC SESSION

**TITLE: MINUTES OF THE AUDIT COMMITTEE MEETING OF
JUNE 18, 2021**

RECOMMENDATION

THAT the Niagara Catholic District School Board Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of June 18, 2021, as presented.



MINUTES OF THE AUDIT COMMITTEE MEETING (PUBLIC SESSION)

FRIDAY, JUNE 18, 2021

Minutes of the Audit Committee Meeting (public session) of the Niagara Catholic District School Board, held on June 18, 2021 electronically in compliance with Education Act Section 207 and Ontario Regulation 463/97 Section 5.1(2).

The meeting was called to order at 10:08 a.m. by Chair, Kathy Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Chair, Kathy Burtnik.

2. Roll Call

Committee Member	Present	Present Electronically	Absent	Excused
Kathy Burtnik		✓		
Rhianon Burkholder			✓	
Leanne Prince		✓		
Mario Falvo		✓		
Louie Finelli		✓		

Resources to the Audit Committee were in attendance:

Camillo Cipriano, Director of Education
Giancarlo Vetrone, Superintendent of Business and Financial Services
Rosa Rocca, Controller of Business and Finance
Grant Frost, Chief Information Officer
William Mancini, IT Engineer
Mark Ferri, Administrator of Purchasing Services
Jenny Baker, Regional Internal Audit Manager
John Forte, Regional Internal Audit Team
Andrea Eltherington, Senior Internal Auditor
Melanie Dugard, Grant Thornton LLP

Staff in attendance:

Shari Bush, Recording Secretary/Administrative Assistant, Business and Financial Services

3. Introduction of new trustee committee members

Chair, Kathy Burtnik introduced Leanne Prince and Rhianon Burkholder as the new Trustee Committee Members.

4. Approval of the Public Agenda of June 18, 2021.

Moved by Trustee Leanne Prince_

Seconded by Mario Falvo

THAT the Niagara Catholic Audit Committee approve the Agenda of the Audit Committee Meeting (Public Session) of Friday, June 18, 2021.

CARRIED

5. Declaration of Conflict of Interest

No Declarations of Conflicts of Interest were declared with any items on the agenda.

6. Approval of Minutes of the Audit Committee Meeting (Public Session) of November 27, 2020

Moved by Mario Falvo

Seconded by Louie Finelli

THAT the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of November 27, 2020.

CARRIED

B. REPORTS

1. Regional Internal Audit Status Report

1.1 Annual Independence Assertion

Jenny Baker presented the Annual Independence Assertion in the Regional Internal Audit Status Report to the committee members.

2. 2020-2021 Audit Seven Month Engagement Letter

Giancarlo Vetrone presented the 2020-2021 Audit Seven Month Engagement Letter to the committee members.

C. BUSINESS IN CAMERA

Moved by Trustee Leanne Prince

Seconded by Mario Falvo

THAT the Niagara Catholic Audit Committee move into the In Camera Session

CARRIED

The Niagara Catholic Audit Committee moved into the In Camera Session of the Committee Meeting at 10:19 a.m. and reconvened at 10:45 a.m.

D. FUTURE MEETINGS

Next Audit Committee Meeting is Friday, September 24, 2021 at 10:00 a.m.

E. ADJOURNMENT

Moved by Trustee Leanne Prince

Seconded by Louie Finelli

THAT the June 18, 2021 meeting of the Niagara Catholic Audit Committee be adjourned.

CARRIED

The Niagara Catholic Audit Committee Meeting was adjourned at 10:47 a.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
AUDIT COMMITTEE MEETING
SEPTEMBER 24, 2021**

PUBLIC SESSION

TITLE: REGIONAL INTERNAL AUDIT STATUS REPORT

The Regional Internal Audit Status Report is presented for information.

Presented by: Jenny Baker, Regional Internal Audit Manager and John Forte, Regional Internal Auditor

Date: September 24, 2021



INTERNAL AUDIT TEAM

West of Central Region

MEMO

TO: Niagara Catholic District School Board Audit Committee
FROM: Jenny Baker, Regional Internal Audit Manager
DATE: 24 September 2021
SUBJECT: Regional Internal Audit Status Report – Open Committee Session

This memorandum will serve to update the Audit Committee of the Regional Internal Audit Team's (RIAT) work since June 18, 2021.

A. Other

Please refer to the attached 2021-2022 training plan and a summary of training completed for the 2020-2021 year. This report is provided to confirm RIAT compliance to International Standard for the Professional Practice of Internal Auditing, standard #1230 - Continuing Professional Development.

RIAT Education and Training Plan

Objective:

1. To report on RIAT compliance to International Standards for the Professional Practice of Internal Auditing standard #1230-Continuing Development.
2. To define training plans to develop and maintain professional competencies.

Completed 2020-21

Auditor	Training Focus	Date
All Auditors	1. Attend ACFE Current Topics for Fraud Examiners. Four sessions which include: Making Ethical Decisions in Times of Uncertainty; Securing Your Data in the Digital Age; The Social Risk & How Hackers Attack Your Staff & Organization; and Detecting Deception in Everyday Communications. 2. OASBO Finance/Internal Audit Virtual Workshop 2021. 3 Fraud Investigation Techniques 4 PIM Plenary Session with the IPC 3. Relevant seminars/webinars on fraud, ethics, privacy and IT Security offered by the various institutes (*see acronyms below)	September 21-24,2020 February 2021 April 22,2021 June 10, 2021
Andrea Eltherington	Andrea confirms that she has met the annual continuing education requirements of the IIA and ISACA.	
Jenny Baker	Jenny confirms that she has met the annual continuing education requirements of CPA Ontario, ISACA and the ACFE.	

Planned 2021-22

Auditor	Training Focus	Date
All Auditors	1 IIA Canada National Conference 2. OASBO Internal Audit – Seminars offered throughout the year 3 Relevant seminars/webinars on fraud, ethics, privacy and IT Security offered by the various institutes.	September 21-24 When relevant Throughout the year
John Forte	Sit for Part 2 of CIA requirements	As scheduled

Acronyms

ACFE – Association of Certified Fraud Examiners

IIA- Institute of Internal Auditors

ISACA – Information Systems Audit and Control Association

CIA – Certified Internal Auditor

CPA – Chartered Professional Accountant

CISA – Certified Information Systems Auditor

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
AUDIT COMMITTEE MEETING
SEPTEMBER 24, 2021**

PUBLIC SESSION

TITLE: MINISTRY OF ONTARIO MEMORANDUM 2021:SB18

The Ministry of Ontario Memorandum 2021:SB18 is presented for information.

Presented by: Giancarlo Vetrone, Superintendent of Business and Financial Services

Date: September 24, 2021

Ministry of Education

Financial Analysis and
Accountability Branch

315 Front Street West
12th Floor
Toronto ON M7A 0B8

Ministère de l'Éducation

Direction de l'analyse et de
la responsabilité financières

315, rue Front Ouest
12^e étage
Toronto (Ontario) M7A 0B8

2021: SB18

Date: September 15, 2021

Memorandum to: Senior Business Officials
Secretary-Treasurers of School Authorities

From: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Subject: **School Board Financial Reporting of Provincially Procured
Personal Protective Equipment and Critical Supplies and
Equipment**

I am writing to provide you with information related to the reporting requirements for centrally procured Personal Protective Equipment (PPE) and Critical Supplies and Equipment (CSE) in the 2020-21 financial statements.

Starting in the summer of 2020, the Ministry of Government and Consumer Services (MGCS) centrally procured and delivered PPE/CSE to the broader public sector within the province, which continues today. In the 2020-21 March Report, school boards were instructed to not report any PPE/CSE centrally procured through MGCS as the province used the total expense incurred by MGCS for the purposes of 2020-21 Public Accounts reporting.

As school boards follow the Public Sector Accounting Standards (PSAS), any revenue from the province, both cash and in-kind revenue, along with its associated expense must be reported in the school boards' financial statements to avoid any misrepresentation in school board financial results.

To record the in-kind provincial revenue for the 2020-21 school year, school boards should multiply the PPE/CSE quantities received during the school year by the weighted average cost of these products.

When determining the quantity of PPE/CSE received from the province, school boards should use the following information:

- Total quantity from orders placed with MGCS;
- Reconcile the quantity from placed orders with the packing slips received;
- Use the reconciled amount as the quantity received.
- If the school board did not retain packing slips, use the total orders placed with MGCS.

The weighted average cost is available in the File Download Portal (FDP) under the 2020-21 financial statements folder as follows:

1. Login to EFIS at the following link:
https://efis.fma.csc.gov.on.ca/apex/f?p=EFIS_GOS:HOME
2. Under the tab “EFIS Internet-Enabled Applications”, go to “File Download Portal”.
3. Click on the file folder of your school board, then select “2020-21”, “Financial Statements”, and then the “PPE-CSE - Weighted Average Costs V1.17” file and choose “Save”.

Similarly, school boards should use the weighted average cost and the quantity of PPE/CSE consumed by school boards during the school year to calculate the value of the PPE/CSE expense for the 2020-21 school year. In-kind revenue would be almost fully offset by the PPE/CSE expense, assuming there is minimal inventory remaining at year end, resulting in minimal impact to the school boards’ in-year surplus/deficit.

For any questions related to PPE/CSE reporting, please contact Andrew Yang at 416-937-3767 or Andrew.yang@ontario.ca, or Elizabeth Sinasac at 437-216-5796 or Elizabeth.Sinasac@ontario.ca.

Sincerely,

Original signed by

Med Ahmadoun
Director
Financial Accountability and Analysis Branch

c: Directors of Education
DSAB Supervisory Officers

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
AUDIT COMMITTEE MEETING
SEPTEMBER 24, 2021**

PUBLIC SESSION

TITLE: FUTURE MEETINGS

Next Audit Committee Meetings are scheduled at 10:00 a.m. as follows:

November 24, 2021 (Wednesday)

June 17, 2022 (Friday)