



**HALIFAX REGIONAL SCHOOL BOARD
AUDIT COMMITTEE MEETING
MINUTES
September 17, 2014
5:30 p.m.**

An Audit Committee meeting was held this date in
Meeting Room 202 (2nd Floor)
33 Spectacle Lake Dr., Dartmouth, NS

PRESENT: Christy Linders, Chair
Nancy Jakeman
Bruce Densmore

STAFF: Elwin LeRoux, Superintendent
Gary Adams, Senior Staff Advisor
Selena Henderson, Corporate Secretary
Tracy O’Kroneg, Director, Human Resources
Dan Sheehan, Coordinator, Maintenance
Danielle McNeil-Hesslan, Director, School Administration
Terri Thompson, Director, Financial Services
Kathryn Burlton, Manager, Accounting and Purchasing
Karen Tucker, Administrative Assistant, Financial Services

Denise Bell, Regional Education Officer, NS Department of Education and Early
Childhood Development

REGRETS: Dave Wright
Cathie O’Toole

1. CALL TO ORDER

The Chair called the meeting to order at 5:35 p.m.

2. APPROVAL OF AGENDA

Ms. Thompson made the following amendment to agenda Item #4:
The title for agenda item #4 should read:

REPORT 14-09-1484 – QUARTERLY FINANCIAL UPDATE – JUNE 30, 2014

**It was moved and seconded (Jakeman/Densmore) that the amended agenda be approved.
(CARRIED)**

3. APPROVAL OF MINUTES / BUSINESS ARISING FROM MINUTES

June 25, 2014

It was moved and seconded (Densmore/Jakeman) that the minutes of June 25, 2014, be approved.

(CARRIED)

4. REPORT 14-09-1484 - QUARTERLY FINANCIAL UPDATE – June 30, 2014

Terri Thompson, Director, Financial Services

Ms. Thompson presented the update and briefly reviewed the information within the report. The report indicates that results are generally in line with expected results for the first quarter of 2014-2015. There are no major variances at this time, but several items are being reviewed with Departmental Directors to understand some of the results.

Ms. Thompson informed the Committee that the Supplementary Fund budget amounts confirmed by Halifax Regional Municipality increased by \$51,800 over what was included in the budget. Results to-date indicate that the Supplementary Fund is projected to meet budget targets by year-end with no major issues.

The floor was open to comments and questions during the review of the Financial Update.

In answer to Mr. Densmore's question, it was confirmed that this quarterly report covers the period from April 1, 2014 to June 30, 2014, the final months of the 2013-2014 school year.

Ms. Thompson, in reference to Ms. Linder's recognition that staff benefits for the first quarter were high, informed the Committee that benefits fluctuate and that the percentage of benefits are not unusual for this time of year.

Ms. Linders also noted that the FLECs Program revenue amount was high considering this is only the first quarterly report. Ms. Thompson clarified this was due to a large carry forward amount.

The Audit Committee will forward Report 14-09-484 – Quarterly Financial Update – June 30, 2014 to the Board for information.

5. REPORT 14-09-1483 - PURCHASING ANNUAL REPORT - 2013-2014

Kathryn Burlton, Manager, Accounting and Purchasing

Ms. Burlton gave a brief overview of the Purchasing Annual Report 2013-2014 and then opened the meeting for questions.

Ms. Burlton made reference to the list of seven contracts for the 2013-2014 fiscal year that were over a \$500,000 value and therefore were approved by the Board as per Section 14 of the Purchasing Policy.

Ms. Burlton also reviewed alternative purchasing (sole sourcing) and its conditions as per Section 7 of the Purchasing Policy and made reference to the two purchases during the 2013-2014 fiscal year that were of values that should normally have been undertaken with tenders or RFP's; however, the purchases met the criteria and were approved for sole sourcing.

Mr. Densmore inquired about joint purchasing tenders. Ms. Burlton spoke briefly regarding the provincial tender for heating oil with Imperial Oil.

In reference to Ms. Linder's inquiry regarding any changes to the Purchasing Policy, Ms. Thompson replied that the policy is one that is scheduled to be reviewed and that the changes will be brought forward via the Policy Development and Review Committee.

The Audit Committee will forward Report 14-09-1483 – Purchasing Annual Report – 2013-2014 to the Board for information

6. OTHER BUSINESS

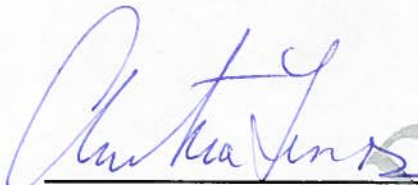
7. DATE OF NEXT MEETING

Wednesday, November 19, 2014 at 5:30 p.m.


8. ADJOURNMENT

It was moved and seconded (Jakeman/Densmore) that the meeting be adjourned. (CARRIED)

The meeting adjourned at 5:55 p.m.



Christy Linders
Chair, Audit Committee



Karen Tucker
Administrative Assistant, Financial Services