



**HALIFAX REGIONAL SCHOOL BOARD
AUDIT COMMITTEE MEETING
MINUTES
March 27, 2014
5:00 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
Dave Wright
Bruce Densmore
Cathie O'Toole
Nancy Jakeman
- REGRETS:** Bruce Densmore
- STAFF:** Elwin LeRoux, Superintendent
Gary Adams, Senior Staff Advisor
Danielle McNeil-Hessian, Director, School Administration
Mike Christie, Director, Human Resources
Ron Heiman, Director, Operations Services
Terri Thompson, Director, Financial Services
Selena Henderson, Corporate Secretary
Kathryn Burlton, Manager, Accounting & Purchasing
Karen Tucker, Administrative Assistant, Financial Services
- GUEST:** James O'Neil, Partner, KPMG

1. CALL TO ORDER

The Audit Committee Chair called the meeting to order at 5:05 p.m.

2. APPROVAL OF AGENDA

It was moved and seconded (Wright/O'Toole) that the agenda be approved.

(CARRIED)

3. APPROVAL OF MINUTES / BUSINESS ARISING FROM MINUTES
February 12, 2014

It was moved and seconded (O'Toole/Wright) that the minutes of February 12, 2014 be approved.

(CARRIED)

4. YEAR END AUDIT PLANNING – MARCH 31, 2014
James O'Neil, KPMG

Mr. James O'Neil of KPMG gave an overview of the Year End Audit Planning Report for the fiscal year ending March 31, 2014, noting that this report is the first level of communication with the Audit Committee for the auditing process for the fiscal year noted above.

There have been no changes in the operations or management of the Halifax Regional School Board that would affect the audit for the fiscal year ending March 31, 2014.

Mr. O'Neil discussed the scope of the audit. Questions were asked and answered regarding the audit posting thresholds and their corresponding values.

Mr. O'Neil noted that because of the many protocols in place around school-based funds, the risk of fraud is considered to be low. It was noted that the School-based Funds Handbook is being updated and that inservicing on this resource is offered frequently to staff involved in the handling of school funds.

Mr. Wright inquired about the sample size of the "Payroll Check". Mr. O'Neil stated they have a model they follow and that if any suspected fraud was identified, it would be brought forward immediately.

Ms. O'Toole asked if any controls have changed with the new upgrade of SAP. Staff assured Ms. O'Toole that substantial testing took place with the upgrade. Staff stated there were no added changes or risk as a result of the upgrade.

In regard to the subject of "Liability for Contaminated Sites", Ms. O'Toole asked about the board's risk exposure in that area. Mr. Heiman stated that as long as schools are under Board management, it is our responsibility to maintain the school building and grounds. We are required to complete Environmental Site Assessments (ESA) of surplus properties prior to returning them to HRM. This may result in remediation of sites if found to be contaminated. Ms. Thompson added that school board Finance Directors had received instruction from the Department of Finance on the PSAB changes related to Liability for Contaminated Sites, and that there were no expected changes as a result for HRSB.

Mr. O'Neil confirmed that the preliminary audit work will take place the week of April 14, while the majority of audit work will be over a two week period, starting May 20. The year-end Audit Findings Report will be presented to the Audit Committee June 25, 2014.

5. **OTHER BUSINESS**

6. **DATE OF NEXT MEETINGS**

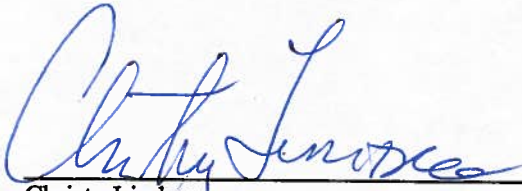
End of year Audit Committee Meeting – June 25, 2014 – 4:30 p.m.

7. **ADJOURNMENT**


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

(CARRIED)

The meeting adjourned at 5:30 p.m.



Christy Linders
Chair, Audit Committee



Karen Tucker
Administrative Assistant, Financial Services

APPROVED