An Audit Committee meeting was held this date in the Lower Plaza Boardroom
90 Alderney Drive, Dartmouth, NS.

PRESENT:

COMMITTEE: Howard Windsor, Chair
Bruce Densmore
Kevin Malloy

STAFF: Carole Olsen, Superintendent
Judy White, Senior Staff Advisor
Richard Morris, Director, Financial Service
Mike Christie, Director, Human Resource Services
Charles Clattenburg, Director, Operations Services
Terri Thompson, Controller, Financial Service
Ann Bell, Coordinator, Pupil Transportation
Becky Pitts, Corporate Secretary
Cheryl Stewart, Coordinator, Policy & Research
Donna Hanf, Administrative Assistant to the Director of Financial Services

1. CALL TO ORDER

The meeting was called to order at 8:35 a.m.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

September 20, 2007

It was moved and seconded (Densmore/Windsor) that the minutes of September 30, 2007 be approved.  
CARRIED

4. BUSINESS ARISING FROM MINUTES – September 20, 2007

- Performance Reporting
  Cheryl Stewart, Coordinator, Policy & Research

Ms. Stewart reviewed the binder that had been provided to Audit Committee members and Senior Staff on Accountability Frameworks and Performance Reporting research which she conducted. She made particular reference to Alberta’s practices at the provincial and district level.
Mr. Windsor noted that there are three projects underway – examining performance reporting by the Audit Committee, the expectations setting consultation taking place in February 2008, and the exercise around reporting on the Superintendent’s goal for the past five years. It was agreed that preparation of the annual business plan and governance consultations should also be added to this list.

Mr. Malloy suggested that simplicity and an easily managed framework be considered when developing a performance reporting plan.

Mr. Windsor suggested the Board consider what is currently being done in terms of performance reporting and determine if it is adequate. He requested an executive summary of the research and suggested that it be considered for discussion at a Senior Staff meeting. He asked that a basic plan on how to move forward with this exercise, with a timeframe, be brought forward at the next Audit Committee meeting.

5. TRANSPORTATION OF STUDENTS - Rep. # 07-10-1084
Charles Clattenburg, Director, Operations Service

Ms. Ann Bell reviewed the report and clarified a number of issues for committee members.

Mr. Windsor asked when the Integrated Voice Recording (IVR) system would be in effect. Ms. Bell responded that Stock Transportation staff are still in the process of acquiring data from parents and schools and ensuring that information is complete and accurate before the system is initiated.

Mr. Malloy left the meeting at 9:30 a.m.

Richard Morris, Director, Financial Services

Mr. Morris reviewed the Follow Up Status Report.

There was discussion on Human Resources reporting capability within the SAP system. Ms. Olsen suggested that Mr. Morris and Mr. Christie bring forward a report on the successes and challenges with the SAP system at a future meeting.

Ms. Thompson and Mr. Christie provided an update on the status of the SAP payroll system at the request of Mr. Densmore.

Mr. Windsor suggested that random testing be conducted at a few schools each year to ensure that the policy regarding school based funds is being adhered to. Mr. Morris will discuss this with the Regional Accounting Managers.

Mr. Windsor urged caution in terms of developing a risk management plan. It was suggested that a checklist may be sufficient. Mr. Morris noted that the School Insurance Program risk management plan has checklists and suggested that they could be reviewed again by Senior Staff.

It was moved and seconded (Densmore/Windsor) that:
The Audit Committee receive the March 31, 2007, Grant Thornton Audit Management Letter -Follow Up Status Report and forward to the Board for information.

CARRIED
7. QUARTERLY BUSINESS PLAN AND FINANCIAL UPDATE - SEPTEMBER 30, 2007
   – Rep. #07-11-1091
   Richard Morris, Director, Financial Services

   Mr. Morris reviewed the Quarterly Business Plan report. He noted that a lot of activity had taken
   place in October and November which was not reflected as the report is for the period July 1 -
   September 30th. He stated that there was no change in the Business Plan Initiatives section of the
   report and suggested that there could be a discussion as to whether to repeat the information in future
   reports.

   Mr. Morris gave an overview of the financial reports, noting that results are generally in line with
   budget expectations. The General Fund is showing a modest surplus. It is projected that there will
   be balanced results within the Supplementary Fund by the end of the year.

   Mr. Windsor inquired about tendering through NSSBA and was advised that photocopier paper is
   the only item which is tendered for HRSB through the NSSBA tendering process. He asked for
   information on the tender and the annual dues paid by the Board to NSSBA.

   Ms. Olsen reported that she had attended a conference where joint tendering with other groups such
   as Capital Health was discussed. Mr. Morris suggested that this could be investigated after the new
   Purchasing Manager is hired.

   Mr. Windsor asked if EXCEL revenues could be separated into before and after school programs and
   lunch supervision. He noted that it will be important to have up to date information when the report
   on the Lunch Program is presented.

   It was moved and seconded (Densmore/Windsor) that:
   The Audit Committee receive the September 30, 2007–Quarterly Business Plan and Financial
   Update report and forward to the Board for information.

   CARRIED

8. DATE OF NEXT MEETING – mid-February, 2008

9. ADJOURNMENT

   The meeting adjourned at 10:10 a.m.

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Howard Windsor     Donna Hanf, Administrative Assistant
Chair, Audit Committee to the Director, Financial Services