



**HALIFAX REGIONAL SCHOOL BOARD
AUDIT COMMITTEE MEETING
MINUTES
February 12, 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:

Dave Wright
Gin Yee, Board Chair
Christy Linders
Bruce Densmore
Cathie O'Toole
Nancy Jakeman

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
Alison Leverman, Director, Program
Selena Henderson, Corporate Secretary
Kathryn Burlton, Manager, Accounting & Purchasing
Karen Tucker, Administrative Assistant, Financial Services

1. CALL TO ORDER

The Board Chair called the meeting to order at 5:30 p.m.

2. APPROVAL OF AGENDA

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

(CARRIED)

3. APPROVAL OF MINUTES / BUSINESS ARISING FROM MINUTES

November 13, 2013

It was moved and seconded (Linders/O'Toole) that the minutes of November 13, 2013 be approved.

(CARRIED)

4. ELECTIONS OF CHAIR AND VICE CHAIR OF AUDIT COMMITTEE

Committee member Christy Linders was the sole nomination for Audit Committee Chair. Gin Yee, Board Chair, accepted the nomination.

It was moved and seconded (Yee/Wright) that Christy Linders be appointed Chair of the Audit Committee.

(CARRIED)

Committee member Nancy Jakeman was the sole nomination for Vice Chair of the Audit Committee. Gin Yee, Board Chair, accepted the nomination.

It was moved and seconded (Yee/Wright) that Nancy Jakeman be appointed Vice Chair of the Audit Committee.

(CARRIED)

5. QUARTERLY BUSINESS PLAN AND FINANCIAL UPDATE – DECEMBER 31, 2013 (Report #14-01-1449)

Terri Thompson, Director, Financial Services

Terri Thompson presented the update and reviewed the information within the report, stating that it is anticipated that budget targets will be met by the fiscal year-end and there will be a modest operating surplus. It was noted that the budget cost pressures continue to be substitute teacher costs, utilities, and snow removal.

The floor was open to comments and questions during the review of the Business Plan and Financial Update. All questions and concerns were addressed by the appropriate staff person.

The Audit Committee accepted the December 31, 2013 Quarterly Business Plan and Financial Update report for information.

5. OTHER BUSINESS

6. PROPOSED DATES OF NEXT MEETINGS

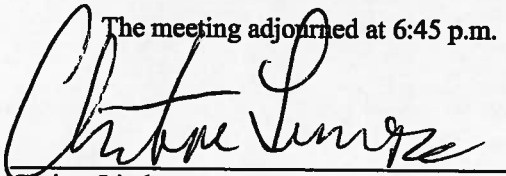
KPMG – Review of Audit Planning – March 26, 2014 – 5:00 p.m.
End of year Audit Committee Meeting – June 25, 2014 – 4:30 p.m

8. ADJOURNMENT

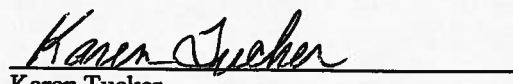
It was moved and seconded (Wright/Jakeman) that the meeting be adjourned.

(CARRIED)

The meeting adjourned at 6:45 p.m.



Christy Linders
Chair, Audit Committee



Karen Tucker
Administrative Assistant, Financial Services