



**HALIFAX REGIONAL SCHOOL BOARD
AUDIT COMMITTEE MEETING
MINUTES - AMENDED
April 13, 2016
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:

Nancy Jakeman, Chair
Bridget Ann Boutilier, Vice Chair
Christy Linders
Dave Wright
Melinda Daye
Cathie O'Toole
Bruce Densmore

BOARD MEMBERS:

Denise Bell, Regional Education Officer

STAFF:

Elwin LeRoux, Superintendent
Lance Bullock, Senior Staff Advisor
Susan Tomie, Director, School Administration
Tracy O'Kroneg, Director, Human Resources
Alison King, Director, Program
Wendy Mackey, Senior Diversity Advisor
Terri Thompson, Director, Financial Services
Kate Wall, Coordinator, Financial Services
Ron Heiman, Director, Operations Services
Natascha Joncas, Acting Corporate Secretary
Karen Tucker, Administrative Assistant, Financial Services

GUEST:

James O'Neil, CPA, CA – Partner, Audit - KPMG
Laura Noye, CPA, CA – Audit Manager

1. CALL TO ORDER

The Audit Committee Chair called the meeting to order at 5:40 p.m.

2. APPROVAL OF AGENDA

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

(CARRIED)

3. APPROVAL OF MINUTES / BUSINESS ARISING FROM MINUTES

February 17, 2016

It was moved and seconded (Densmore/Boutilier) that the minutes of February 17, 2016 be approved.

(CARRIED)

4. YEAR END AUDIT PLANNING – MARCH 31, 2016

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, 2016, noting that this report is the first level of communication with the Audit Committee for the auditing process for the fiscal year noted above.

The members of the KPMG Team working with the HRSB audit this year are:

- Jamie O'Neil, CPA, CA – Lead Audit Engagement Partner
- Laura Noye, CPA, CA – Audit Manager, and
- Chelsea King, Engagement In-Charge

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, 2016.

Mr. O'Neil discussed the scope of the audit. Audit posting thresholds and their corresponding values were discussed.

In response to Mr. O'Neil's questions asking if there were any cases of fraud or any issues of particular concern to staff in the fiscal year ending March 31, 2016, the Audit Committee members confirmed, to their knowledge, there was nothing to report in either of those areas.

Mr. O'Neil ensured KPMG maintains a healthy professional skepticism to avoid complacency during the audit process. They continue to follow all appropriate procedures during the audit. There are internal and external controls in place to confirm audits are unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

The fee estimate for this year's audit is consistent with guidelines set forth in the current audit proposal (RFP). In response to Ms. Daye's question regarding what would cause changes in the scheduled fees for the audit, Mr. O'Neil gave a few examples and noted that no circumstances were expected to affect the fee schedule for the HRSB audit.

Mr. O'Neil confirmed that the preliminary audit work took place March 29 – April 1, 2016, while the majority of audit work will be over a two week period From May 30 – June 10, 2016. The goal is to have the year-end Audit Findings Report presented to the Audit Committee June 15, 2016.

Mr. Densmore asked if staff was concerned about the later timeframe for the majority of the audit work this year. Ms. Thompson stated that because the HRSB staff will have all of the information ready for the auditors when they arrive, there shouldn't be any issues.

Ms. Jakeman, on behalf of the Audit Committee, thanked Mr. O'Neil for his presentation of the Audit Planning Report.

5. OTHER BUSINESS

6. DATE OF NEXT MEETINGS

End of year Audit Committee Meeting – June 15, 2016 – 6:00 p.m.

8. ADJOURNMENT

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

(CARRIED)

The meeting adjourned at 6:00 p.m.

Nancy Jakeman
Chair, Audit Committee

Karen Tucker
Administrative Assistant, Financial Services