



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **Memorandum**

To: Board of Trustees  
From: Gerard Winn, Director of Education  
Date: September 23, 2024  
Subject: **Annual Audit Committee Activity Report**  
Origin: Marie Hammond, Chief Financial Officer

## **Purpose**

The purpose of this report is to update the Board of Trustees on the activities of the Board's Audit Committee.

## **Background**

Section 15 of Ontario Regulation 361/10, "Audit Committees", requires that an audit committee provide a detailed annual report to the Board of Trustees that covers the activities of the prior fiscal year. This report covers the 2023/2024 fiscal year.

## **Information/Analysis/Research**

### **Audit Committee Membership**

#### **September 2023 – August 2024**

R. De Souza (Trustee)  
J. McCafferty (Trustee)  
M. Ste. Marie (Trustee)  
K. Beatty (Trustee)  
J. Malyjasiak (External)  
C. Marcial (External)

## Meetings

Three meetings were held during the year:

September 2023, November 2023 and April 2024.

All meetings were held in person at the St. Francis of Assisi Catholic Education Centre.

## Attendance

### September 2023 - April 2024

| Name          | September 18                   | November 13      | April 29         |
|---------------|--------------------------------|------------------|------------------|
| K. Beatty     | Present                        | Present          | Present          |
| R. De Souza   | Present                        | Present          | Present          |
| J. McCafferty | Present                        | Present (Remote) | Present (Remote) |
| M. Ste. Marie | Present                        | Present          | Present          |
| J. Malyjasiak | N/A (reappointed September 18) | Present          | Regrets          |
| C. Marcial    | N/A (reappointed September 18) | Not Present      | Not Present      |

## Governance

The Audit Committee operated throughout the fiscal year ending August 31, 2024. All of the members were independent in accordance with provisions of the regulation.

## External Auditors

The relationship with the external auditors has been satisfactory and no private meetings were requested. In September 2023 the external auditors attended the Audit Committee meeting to review their year end audit plan. The external auditors returned in November to review the audit results and discuss any internal control and/or governance related matters. The Audit Committee is responsible for recommending approval of the Audited Financial Statements as well as the appointment or annual re-appointment of the External Auditors for consideration by the Board of Trustees.

## **Regional Internal Auditor Team (RIAT)**

The relationship with the internal auditors has been satisfactory and no private meetings were requested. RIAT has had representation at all Audit Committee meetings and presented the annual audit plan in September 2023 with updates and reports submitted in November 2023 and the following April.

## **Audit Committee Discussion Items**

### **2023/2024**

2022/2023 Year End External Audit Plan  
2022/2023 Year End External Audit Report  
2022/2023 Audited Financial Statements  
Re-Appointment of External Auditors  
Internal Audit Plan 2023/2024  
Regional Internal Auditor Updates

## **Internal Audit Initiatives**

### **2023/2024**

Community Use of Schools and Partnership Review  
Principal Risk Assessment Workshop

## **Next Steps**

The report will be submitted to the Ministry of Education in accordance with Ontario Regulation 361/10.

GW/MH/II