

CENTRAL OKANAGAN PUBLIC SCHOOLS – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Audit Committee Meeting DATE: September 19, 2018

CHAIRPERSON: Trustee J. Fraser STAFF CONTACT: E. Sadlowski, Secretary-Treasurer/CFO

The Committee Chairperson acknowledged that the meeting was being held on the Traditional Territory of the Okanagan People.

In attendance:

Board of Education:

Trustee J. Fraser (Chairperson)
Trustee R. Cacchioni (Committee Member)
Trustee L. Tiede (Committee Member)
Trustee M. Baxter
Trustee D. Butler

In attendance:

Staff:

E. Sadlowski, Secretary-Treasurer/CFO
D. Carmichael, Assistant Secretary-Treasurer
K. Kaardal, Superintendent of Schools/CEO
T. Beaudry, Deputy Superintendent
L. Parker, Executive Assistant (*Recorder*)

Partner Group Representation:

COTA Susan Bauhart, President
COPAC Sarah Shakespeare, President (*arrived at 4:08*)
COPVPA Mike Dornian, Treasurer
CUPE David Tether, President
DSC No representative

Guest: Tyler Neels, Grant Thornton LLP

Agenda/Additions/Amendments/Deletions

September 19, 2018 Agenda – approved as presented.

Reports/Matters Arising

June 20, 2018 Committee Report – received as distributed.

Presentation

1. Presentation: Report to the Finance and Audit Committee – Communication of Audit Results and Audited Financial Statements Fiscal Year 2017/2018

The Grant Thornton representative reviewed the Communication of Audit Results and advised the audit of the Central Okanagan Public Schools 2017/2018 has been substantially completed. The final financial statements must be provided electronically to the Ministry of Education by September 30, 2018.

4:08 The COPAC President arrived at the meeting.

The Grant Thornton representative advised full cooperation had been received from the District's management staff during the audit process, no illegal or fraudulent acts were identified during the comprehensive audit, management had not sought information from another auditor, and no changes had taken place in accounting or auditing standards.

The Grant Thornton representative reviewed the 2017/2018 audited financial statements with the Committee. The Independent Auditor's Report was outlined as well as Statements 1 to 5, which included the breakdown of Special Purpose Funds.

The Superintendent of Schools/CEO expressed his congratulations to the team and stated that this was the first time since being involved in senior management, in any District that there were no internal control recommendations.

Discussion/Action Items

1. Audited Financial Statements Fiscal Year 2017/2018

Outcome:

THAT: The Finance and Audit Committee receive the Audited Financial Statements Fiscal Year 2017/2018, as attached to the agenda and as presented at the September 19, 2018 Finance and Audit Committee Public Meeting;

AND THAT: The Finance and Audit Committee recommends to the Board of Education:

THAT: The Board of Education receive and approve the Audited Financial Statements Fiscal Year 2017/2018.

CARRIED

Information Items

1. 2017/2018 Financial Statement Discussion and Analysis Report

The Assistant Secretary-Treasurer stated that it is now a Ministry requirement to create a financial statement discussion and analysis report that will accompany the audited financial statements each year. Neither a template nor parameters were provided so the department created a draft version for the Committee's review and feedback in June 2018. The report is a living document that will be updated as necessary, as well as annually and submitted with the audited financial statements.

Recommendations/Referrals to the Board/Coordinating Committee/Other Committees

September 26, 2018 Public Board Meeting:

- *Audited Financial Statements Fiscal Year 2017/2018 (Action Item)*
- *Communication of Audit Results and Audited Financial Statements Fiscal Year 2017/2018 (Information Item)*
- *2017/2018 Financial Statement Discussion and Analysis Report (Information Item)*

Items for Future Finance and Audit Committee Meetings

Public Finance and Audit Meeting:

- *Regulations 470R – Transportation Services Management – Discussion Item*

September	October	November
- Presentation: Audited Financial Statements for the Fiscal Year - Audited Financial Statements for the Fiscal Year (<i>Action Item</i>)	- Financial Update at September 30th	- School District No. 23 (Central Okanagan) Budget Development Principles - School District No. 23 (Central Okanagan) Budget Development Timeline
January	February	April (1st meeting)
- Amended Annual Budget for the Fiscal Year - Ministry Recalculation Allocation – School District No. 23 and Provincial - Financial Update at December 31st - Budget Survey development	- Budget Presentation	- Overview of Budget Allocation - Budget Consultation Input Received - Trustee Indemnity for the 2018/2019 Fiscal Year

April (2nd meeting)	May	June
- Central Okanagan School District Preliminary Budget Proposal – Superintendent’s Budget Recommendations - Financial Update at March 31st	- Auditor’s Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year - Annual CommunityLINK Allocations - Financial Update – International Education Program - Review of Policy 425 and Regulations 425R - Student Fees	- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year - Policy 161 –Accumulated Operating Surplus

Meeting Schedule

October 17, 2018 at 4:00 pm November 21, 2018 at 4:00 pm

Questions – Please Contact:

Trustee Julia Fraser, Chairperson

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Eileen Sadlowski, Secretary-Treasurer/CFO

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Julia Fraser, Chairperson