

ANNAPOLIS VALLEY REGIONAL SCHOOL BOARD**FINANCE AND AUDIT COMMITTEE****INDEX****MEETING # 184****June 28, 2017**

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ANNAPOLIS VALLEY REGIONAL SCHOOL BOARD

FINANCE AND AUDIT COMMITTEE

Meeting # 184

MINUTES

Date: June 28, 2017

Time: 9:30 a.m.

Location: Education Room, AVRSB, Berwick, NS

Present: Phil Van Zoost, Chair; Nancy Bigelow-Acker; Gerry Burrell; Donna Johnstone; Tassa Kennedy; Lavinia Parrish Zwicker

In Attendance: Roberta Kubik, Superintendent; Jeanne Saulnier, Director of Finance; Dave Jones, Director of Programs and Services; Marian Campbell, Coordinator of Financial Services; Tammy Ewing-Taylor, Assistant Coordinator of Financial Services; Gerry Wilson, Coordinator of Procurement; Stephen Amirault, Regional Education Officer; Lawrence Lake, Auditor; Paula Henley, Recording Secretary

Absent: Peter Cromwell

APPROVAL OF THE AGENDA

➤ **FAC 17:311**

Approval of Agenda (Revised)

[Approved]

It was moved by Nancy Bigelow-Acker, seconded by Tassa Kennedy, to approve the revised agenda as circulated.

Motion Carried

APPROVAL OF THE MINUTES

➤ **FAC 17:312**

Approval of the Minutes – May 31, 2017

[Approved]

It was moved by Nancy Bigelow-Acker, seconded by Donna Johnstone, to approve the minutes of May 31, 2017 as circulated.

Motion Carried

AUDIT COMMITTEE ITEMS

Business from the Minutes

There were no items.

Internal Audit Report - January 1 to March 31, 2017

Tammy Ewing-Taylor presented and reviewed the Internal Audit Report with the Committee. A copy is attached to the official minutes and forms part of this document. With respect to school-based funds audits, Ms. Ewing-Taylor commented that clear communication with the schools has resulted in a more efficient audit and year-end process. School-based funds data from schools will be brought to Regional Office for review during the summer.

The Committee Chair thanked Ms. Ewing-Taylor and her team for their efforts to assist schools with their reporting process which has resulted in better and more timely reporting.

As a result of questions from the Committee, there was discussion regarding the viability of board-owned cafeteria operations.

Ms. Ewing-Taylor left meeting at 9:45 a.m.

Presentation of Draft 2016 - 2017 Audited Financial Statements

The Committee Chair welcomed Lawrence Lake of Morse Brewster Lake to the meeting. Draft copies of the 2016-2017 Audited Financial Statements were distributed by Marian Campbell. Mr. Lake presented the Auditor's Report and provided an overview of the various sections of the Audited 2016-2017 Financial Statements. Again this year there was no management letter which has resulted in a clean audit opinion. He clarified any questions as they arose and noted any significant changes from the previous year.

The Board Chair expressed thanks to both Mr. Lake for the auditing work and Board staff for their help in facilitating the audit work.

Roberta Kubik joined the meeting at 9:55 a.m.

Presentation of Draft 2016 - 2017 Salary & Expense Report

Copies of the draft 2016-2017 Salary & Expense report were distributed. This report is produced each year as required by the Province. The Auditor's Report states a clean audit opinion that the schedule fairly reflects the salary and expenses. The largest expense for the Board is payroll, and therefore, much of the audit work is spent on salary expenses.

On question from a Committee member, Mr. Lake clarified that salaries over \$25,000 and expenses over \$3,500 are reported in this schedule.

RECOMMENDATION TO THE BOARD

➤ FAC 17:313

Recommendation to the Board – Approve Audited 2016-2017 Financial Statements

[Approved]

It was moved by Nancy Bigelow-Acker, seconded by Gerry Burrell, to recommend to the Board to approve the audited 2016-2017 Financial Statements as presented by the auditors.

Motion Carried

RECOMMENDATION TO THE BOARD

➤ FAC 17:314

Recommendation to the Board - Receive 2016-2017 Salary & Expense Report

[Approved]

It was moved by Nancy Bigelow-Acker, seconded by Gerry Burrell, to recommend to the Board to receive the 2016-2017 Salary & Expense Report as presented by the auditors.

Motion Carried

➤ FAC 17:315

Move In camera

[Approved]

It was moved by Nancy Bigelow-Acker, seconded by Donna Johnstone, to move in camera at 10:07 a.m.

Motion Carried

➤ FAC 17:316

Resume Regular Session

[Approved]

It was moved by Nancy Bigelow-Acker, seconded by Tassa Kennedy, to resume regular session at 10:10 a.m.

Motion Carried

Auditors' Meeting with Committee

Staff temporarily departed the meeting at 10:10 a.m. so that the Committee could meet with Lawrence Lake. Staff rejoined the meeting at 10:25 a.m. at which time Mr. Lake departed.

FINANCE COMMITTEE ITEMS

Business from the Minutes

There were no items.

Finance Department Monthly Report

The Procurement Section of this report was distributed with the agenda and a copy is attached to the official minutes and forms part of this document. Gerry Wilson explained that this report highlights the active Tenders, Invitations to Quote, Requests for Quotation, and Requests for Proposal. There are also other activities that occur as a result of standing offers and contract administration. At year end, much activity is centered on construction services and project work to be completed over the summer months. Mr. Wilson is also a school board representative on the provincial advisory group of the MASH sector (municipalities, academic institutions, school boards and health authorities) which is in the process of establishing a Memorandum of Understanding with the federal government that will allow participation in some of their standing offers.

On questions from the Committee, Mr. Wilson provided clarification with respect to the Xerox Strategic Initiative as well as the challenging time line for tender work over the summer months.

Draft 2017 - 2018 Budget

The draft budget was reviewed at a Board work session earlier in June. The operating budget cannot be approved until the provincial budget is approved; however, the Board needs to move forward and continue doing business.

RECOMMENDATION TO THE BOARD

➤ FAC 17:317

Recommendation to the Board – Approve Operating on Unapproved 2017-2018 Budget

[Approved]

It was moved by Nancy Bigelow-Acker, seconded by Donna Johnstone, to recommend to the Board to approve operating on the unapproved 2017-2018 budget.

Motion Carried

Other Items

There were no items.

OTHER ITEMS

Policy Monitoring

Policies are currently being reviewed and review work will continue over the summer.

NEXT MEETING DATE AND TIME

The next regular Committee meeting is scheduled for 9:30 a.m., Wednesday, September 27, 2017; Education Room, AVRSB.

ADJOURNMENT

➤ FAC 17:318

Adjournment

[Approved]

It was moved by Nancy Bigelow-Acker, seconded by Tassa Kennedy, to adjourn the meeting at 10:40 a.m.

Motion Carried

Paula Henley, Recording Secretary

Phil Van Zoost, Chair