

AUDIT COMMITTEE REGULAR MEETING Open (Public) Session

AGENDA
January 29, 2020

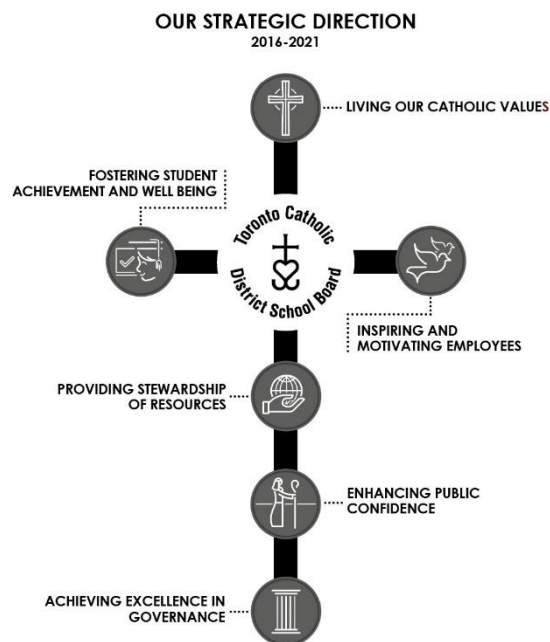
Angela Kennedy, Chair

Michael Del Grande

Daniel Di Giorgio

Nancy Borges

Ryan Singh



MISSION

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293

Assistant Recording Secretary: Skeeter Hinds-Barnett, 416-222-8282 Ext. 2298

Rory McGuckin
Director of Education

Joseph Martino
Chair of the Board

Summary of Terms of Reference for Audit Committee

The Audit Committee shall have responsibility for considering matters pertaining to:

(1) Related to the Board's financial reporting process:

1. To review with the director of education, a senior business official and the external auditor the board's financial statements, the results of an annual external audit
2. To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the audit committee members and reflect accounting principles applicable to the board.
3. To ask the external auditor about any other relevant issues.

(2) Related to the Board's internal controls:

1. To review the overall effectiveness of the board's internal controls.
2. To review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the board's staff to those findings and recommendations.
3. To discuss with the board's officials the board's significant financial risks and the measures the officials have taken to monitor and manage these risks.

(3) Related to the Board's internal auditor:

1. To review the internal auditor's mandate, activities, staffing and organizational structure with the director of education, a senior business official and the internal auditor.
2. To make recommendations to the board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
4. To review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.
5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document International Standards for the Professional Practice of Internal Auditing, as amended from time to time, published by The Institute of Internal Auditors and available on its website.
6. To meet on a regular basis with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed.

(4) Related to the Board's external auditor:

1. To review at least once in each fiscal year the performance of the external auditor and make recommendations to the board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.

2. To review the external auditor's audit plan and confirm the independence of the external auditor.
3. To meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes should be discussed.

(5) Related to the Board's compliance matters:

1. To review the effectiveness of the board's system for monitoring compliance with legislative requirements and with the board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the board's director of education, supervisory officers or other persons employed in management positions to address the non-compliance.
2. To obtain regular updates from the director of education, supervisory officers and legal counsel regarding compliance matters and that all statutory requirements have been met.

(6) Related to the Board's risk management:

1. To ask the board's director of education, a senior business official, the internal auditor and the external auditor about significant risks, to review the board's policies for risk assessment and risk management and to assess the steps the director of education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks.
2. To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing.

(7) Related to reporting to the Board:

1. To report to the board annually, and at any other time that the board may require, on the committee's performance of its duties.

(8) Related to website maintenance:

1. To make all reasonable efforts to ensure that a copy of Ontario Regulation 361/10 is posted on the board's website.

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AGENDA THE REGULAR MEETING OF THE AUDIT COMMITTEE

PUBLIC SESSION

Wednesday, January 29, 2020

6:30 P.M.

Pages

1. Call to Order
2. Opening Prayer
3. Roll Call & Apologies
4. Approval of the Agenda
5. Declarations of Interest
6. Approval & Signing of the Minutes of the Meeting held November 13, 2019
for Public Session. 1 - 7
7. Delegations
8. Presentation
 - 8.a Paula Hatt, representing the Toronto and Area Regional Internal
Audit Team (Refer Item 13a)
9. Notices of Motion
10. Consent and Review

11. Unfinished Business	
12. Matters referred/deferred	
13. Staff Reports	
13.a Paula Hatt, representing the Toronto and Area Regional Internal Audit Team, regarding the Regional Internal Audit Team Update (Refer Item 8a)	8 - 11
13.b 2019-20 First Quarter Financial Status Update (Information)	12 - 24
13.c Schedule of 2020 Internal School Audits (Information)	25 - 32
13.d Enterprise Risk Management Framework Review 2019-20 (Information)	33 - 38
13.e Audit Committee 2020 Annual Agenda/ Checklist	39
14. Listing of Communication	
15. Inquiries and Miscellaneous	
15.a Audit Committee Meeting Dates:	
• Tuesday, March 24, 2020	
• Wednesday, May 27, 2020	
• Wednesday, September 30, 2020	
• Tuesday, November 17, 2020	
16. Updating of Pending List	
16.a Pending List as at January 29, 2020	40
17. Closing Prayer	
18. Adjournment	

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MINUTES OF THE REGULAR MEETING OF THE AUDIT COMMITTEE OPEN (PUBLIC) SESSION

HELD WEDNESDAY, NOVEMBER 13, 2019

Trustees: A. Kennedy, Chair
M. Del Grande
D. Di Giorgio

Non-Voting Trustee: M. Rizzo

External Member: R. Singh

Staff: R. McGuckin
L. Noronha
M. Eldridge
S. Camacho
P. De Cock
D. Bilenduke
D. De Souza
C. Giambattista
G. Sequeira

S. Harris, Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

External Auditor: P. Hatt, Toronto and Area Regional Internal Audit Team

3. Roll Call and Apologies

An apology was extended on behalf of Nancy Borges.

4. Approval of the Agenda

MOVED by Ryan Singh, seconded by Trustee Del Grande, that the Agenda, as amended to reorder Item 13f) Professional Services Fees for External

Consultants for Financial Advisory and Reporting Services prior to Item 13e) External Auditor's Non-Audit Work, be approved.

The Motion was declared

CARRIED

5. Declarations of Interest

There were none.

6. Approval & Signing of the Minutes of the Previous Meeting

MOVED by Trustee Del Grande, seconded by Trustee di Giorgio, that the Minutes of the Meeting held September 17, 2019 be approved.

The Motion was declared

CARRIED

MOVED by Ryan Singh, seconded by Trustee Di Giorgio, that Items 8a) and 13a) be adopted as follows:

8. Presentation

- 8a) Paula Hatt, representing the Toronto and Area Regional Internal Audit Team (RIAT) received; and**

13. Staff Reports

- 13a) Paula Hatt, representing the Toronto and Area RIAT received.**

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Ryan Singh, that Item 13b) be adopted as follows:

13b) Teacher Qualification & Experience Grant Process Change 2018-19 received.

MOVED in AMENDMENT by Trustee Del Grande that we do not recognize any unrealized income unless it is demonstrated that we have received funds to that effect.

The Chair ruled the AMENDMENT out of order.

MOVED by Trustee Del Grande, seconded by Trustee Di Giorgio, that the meeting resolve back into PRIVATE Session.

The Motion was declared

CARRIED

Following PRIVATE Session, the meeting continued with Trustee Kennedy in the Chair.

The attendance list remained unchanged.

13. Staff Reports

13b) Teacher Qualification & Experience Grant Process Change 2018-19 (Continued) received.

The Motion was declared

CARRIED

Trustee Del Grande left the table at 9:20 pm.

MOVED by Ryan Singh, seconded by Trustee Di Giorgio, that Item 13c) be adopted as follows:

13c) Ministry of Education Centralized Procurement Update received.

The Motion was declared

CARRIED

Trustee Del Grande returned to the table at 9:21 pm.

MOVED by Ryan Singh, seconded by Trustee Di Giorgio, that Item 13d) be adopted as follows:

13d) 2018-19 Annual Report of the Audit Committee that the *Corporate Services Committee on December 11, 2019* be replaced with *Regular Board Meeting on November 21, 2019*, so that the recommendation reads:

That this 2018-19 Annual Report be adopted by the Audit Committee and submitted on its own behalf to the Board at its *Regular Board Meeting* (Private Session) on *November 21, 2019*, and subsequently, to the Ministry of Education in the required condensed format.

The Motion was declared

CARRIED

MOVED by Ryan Singh, seconded by Trustee Di Giorgio, that Item 13f) be adopted as follows:

- 13f) Professional Services Fees For External Consultants For Financial Advisory and Reporting Services** received.

The Motion was declared

CARRIED

MOVED by Ryan Singh, seconded by Trustee Del Grande, that Item 13e) be adopted as follows:

- 13e) External Auditor's Non-Audit Work** received and that *additional consulting work* be replaced with *any service provided* so that the recommendation reads:

1. The Audit Committee approve *any service provided* by the Board's external auditor of record that exceeds \$5,000 and that the Board's Purchasing Policy and Effective Financial Management policies be updated to reflect this change;

2. That this report and recommendation be forwarded to the December 2019 Corporate Services, Strategic Planning and Property Committee Meeting to be ratified by the Board; and
3. That on an annual basis, Staff reports to the Audit Committee all fees paid or payable to the external auditor of record, categorized by:
 - i) Audit and audit-related services; and
 - ii) “Permitted” non-audit services” (as defined by the services listed under No. 3 of the Action Plan).

The Motion was declared

CARRIED

MOVED by Trustee Di Giorgio, seconded by Ryan Singh, that Item 13g) be adopted as follows:

- 13g) Audit Committee Annual Agenda/Checklist** received and that the checklist be amended to replace the *CFO role* with *Enterprise Risk Management*.

The Motion was declared

CARRIED

15. Inquiries and Miscellaneous

MOVED by Ryan Singh, seconded by Trustee Del Grande, that Item 15a) be adopted as follows:

15a) Proposed Audit Committee Meeting Dates (2020):

Wednesday, January 29;
Tuesday, March 24;
Wednesday, May 27
Wednesday, September 30; and
Tuesday, November 17 received.

The Motion was declared

CARRIED

18. Adjournment

MOVED by Trustee Di Giorgio, seconded by Trustee Del Grande, that the meeting be adjourned.

The Motion was declared

CARRIED

SECRETARY

CHAIR



Toronto Catholic District School Board

Status Update for Audit Committee

January 2020

Audit Plan Update:

The following is the status of engagements included in the Toronto Catholic District School Board's 2018-19 Regional Internal Audit Plan.

#	Audits	Status
1	IT Asset Management	<p>To assess whether the Board is adequately managing its IT assets. For this audit, the following types of IT assets are being reviewed:</p> <ul style="list-style-type: none"> • Laptops / Desktops • Mobile devices (i.e. iPads and Chromebooks) • Printers • Audio visual equipment (i.e. large format displays and projectors) <p>The draft audit report was provided to management for review and comment on October 29th. This engagement is expected to be finalized shortly.</p>
2	Records Management	<p>The main objective for this engagement is to determine whether the Board's records are adequately managed from the creation of a record through to destruction of a record that is no longer required to be kept. Engagement was outsourced to KPMG.</p> <p>Management is currently working on a strategy to address the findings contained in the draft report, which will go to the Director's Council for approval. Once approved, management will provide KPMG with a response to the draft report.</p>

#	Audits	Status
3	Payroll/Human Resources Follow Up	<p>The objective of this engagement is to follow up on findings identified in the Payroll/Human Resources Audit Report that was issued in 2016 and determine whether management has implemented appropriate processes and controls to address these findings.</p> <p>Fieldwork is complete for this engagement. A meeting to review the results of the follow-up and the draft report is scheduled for January 30th.</p>
4	Risk Assessment / Three-Year Internal Audit Plan	The risk assessment and three-year internal audit plan was presented to the Audit Committee in September 2019.

The following is the status of engagements included in the Toronto Catholic District School Board's 2019-20 Regional Internal Audit Plan.

#	Audits	Status
1	Strategic Workforce Planning - Phase 1	<p>Multiphase engagement to assist the Board with ensuring the right skill sets and staffing resources are in place. Key position review and other analysis as needed (i.e. job description and performance review processes).</p> <p>This engagement is currently planned for spring 2020.</p>
2	Usage of Schools Analysis	<p>Analyze to identify optimal use of schools over the summer months. Analyze key data (i.e. cost vs. revenue). Assess current processes and controls and identify opportunities for greater efficiency and cost savings.</p> <p>This engagement is currently being planned, with on-site work expected to begin in February or March.</p>
3	Follow-up	<p>In early February, the RIAT will confirm with management the status of all open audit findings from all RIAT reports issued to the Board. Follow-up work will be selected and scheduled based on the results of this update.</p>



REPORT TO

AUDIT COMMITTEE

2019-20 FIRST QUARTER FINANCIAL STATUS UPDATE

"Whatsoever thy hand findeth to do, do it with all thy might."

Ecclesiastes 9:10

Created, Draft	First Tabling	Review
January 21, 2020	January 29, 2020	February 13, 2020

L. LePera, Sr. Financial Analyst
D. Bilenduke, Senior Coordinator of Finance
P. De Cock, Comptroller of Business Services & Finance

INFORMATION REPORT

Vision:

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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This Financial Update Report as at November 30th 2019 provides a year-to-date look at significant financial activities at the Board.

This is the first update for fiscal 2019-20 using the Revised Estimates approved by the Board of Trustees in December 2019. The Board is on track to generate an in-year deficit this year as per the approved 2019-20 Revised Estimates. Appendix A provides a more detailed variance summary.

The cumulative staff time required to prepare this report was 20 hours.

B. PURPOSE

The Financial Update report is required to keep Trustees informed on the Board's financial performance through the year and illustrate any variance in expected outcomes. The report will provide a systematic analytical review of Operating and Capital Budgets, in the following order:

- High Level Review and Risk Assessments of Operating Revised Estimates
- Staff Absenteeism
- High Level Review of School Renewal and Capital Projects

C. BACKGROUND

1. *This report is recognized as a best practice in the province.* The Ministry of Education and the District School Board Reporting Workgroup have both identified regular periodic financial reporting as a best practice in managing the Board's financial outcomes.
2. *Year to year teaching days are comparable.* Both YTD November 2018 and YTD November 2019 had 63 teaching days.

D. EVIDENCE/RESEARCH/ANALYSIS

HIGH LEVEL REVIEW AND RISK ASSESSMENTS OF OPERATING REVISED ESTIMATES

1. ***Salary and Benefit expenditures are expected to finish on target for this academic year.*** Overall, in the Salary and Benefits area, Figure 1 below illustrates the current risk exposure. This expenditure category is the most closely monitored risk as it comprises the largest portion of the revised operating expenditure estimates. These expenditures are expected to be on track at this time.

Figure 1: Salary and Benefits Variance / Risk Analysis

	<i>Actual to Revised Estimates</i>		<i>Actual to Previous Year</i>		<i>Risk Assessment</i>
<i>Instructional Salaries</i>	↑	1.0%	↑	0.1%	●
<i>Instructional Benefits</i>	↓	8.3%	↓	1.7%	●
<i>Non-Instructional Salaries</i>		0.0%	↓	0.6%	●
<i>Non-Instructional Benefits</i>	↓	2.1%	↑	0.7%	●

● = Low: On Track ◆ = Medium: Monitor ◆ = High: Action Required

Salaries for both Instructional and Non-Instructional categories are projected to align with Revised Estimates. The favourability in Benefits, Actuals to the Revised Estimates, is due primarily to timing and is expected to finish on target for the year.

2. ***At an aggregate level, the total of other expenditure categories (besides salary and benefits) are expected to finish on target.*** Overall, in the Non-Salary area, Figure 2 below illustrates the current risk exposure.

Figure 2: Non-Salary Variance / Risk Analysis

	<i>Actual to Revised Estimate</i>		<i>Actual to Previous Year</i>		<i>Risk Assessment</i>
<i>Instructional Expense</i>	↓	1.3%	↑	0.8%	●
<i>Transportation Expense</i>	↑	0.4%	↑	11.5%	●
<i>Operations & Maintenance</i>	↓	8.6%	↓	0.6%	●
<i>Other Administrative</i>	↑	7.7%	↑	22.4%	●

While Operations & Maintenance is tracking low compared to Revised Estimates, they are considered a low risk because of the timing of expenditures. Transportation costs are expected to come in on target. Computer expenses are trending unfavourably in the first quarter but are expected to finish on target for this fiscal year.

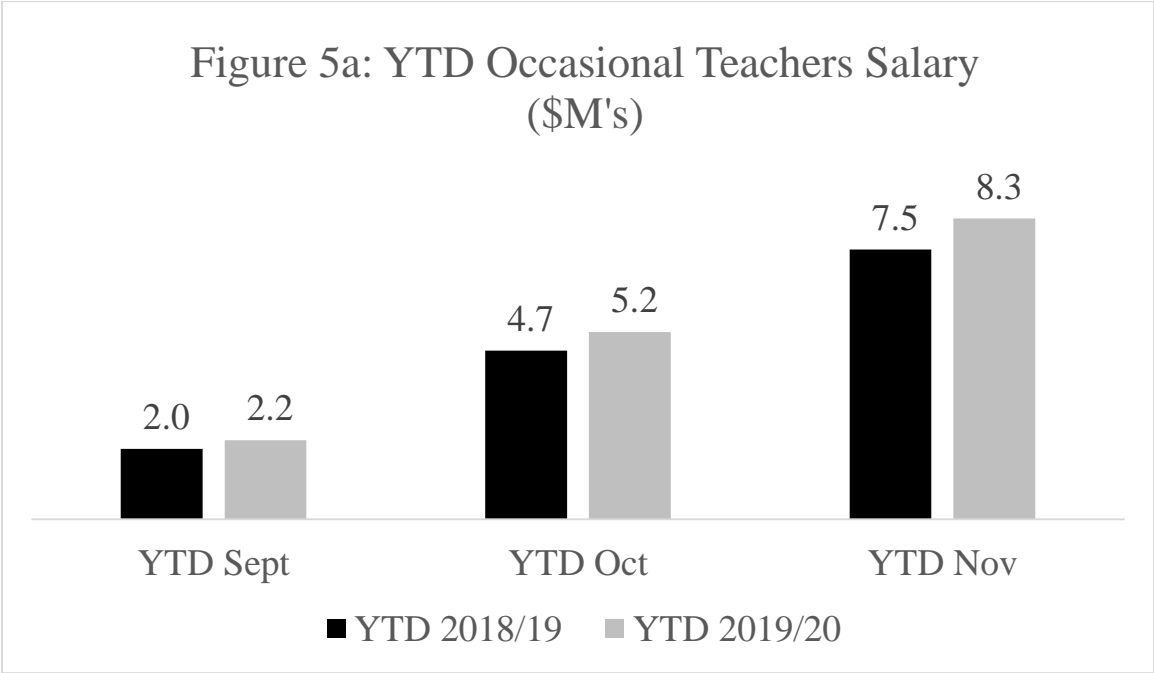
3. ***Grant Revenue from the Province projected to remain unchanged from the Latest Revised Estimates.*** Grants for Student Needs (GSNs) revenue is expected to remain unchanged and all indications from the current Provincial Government is that they will not be affected in the 2019-20 fiscal year.

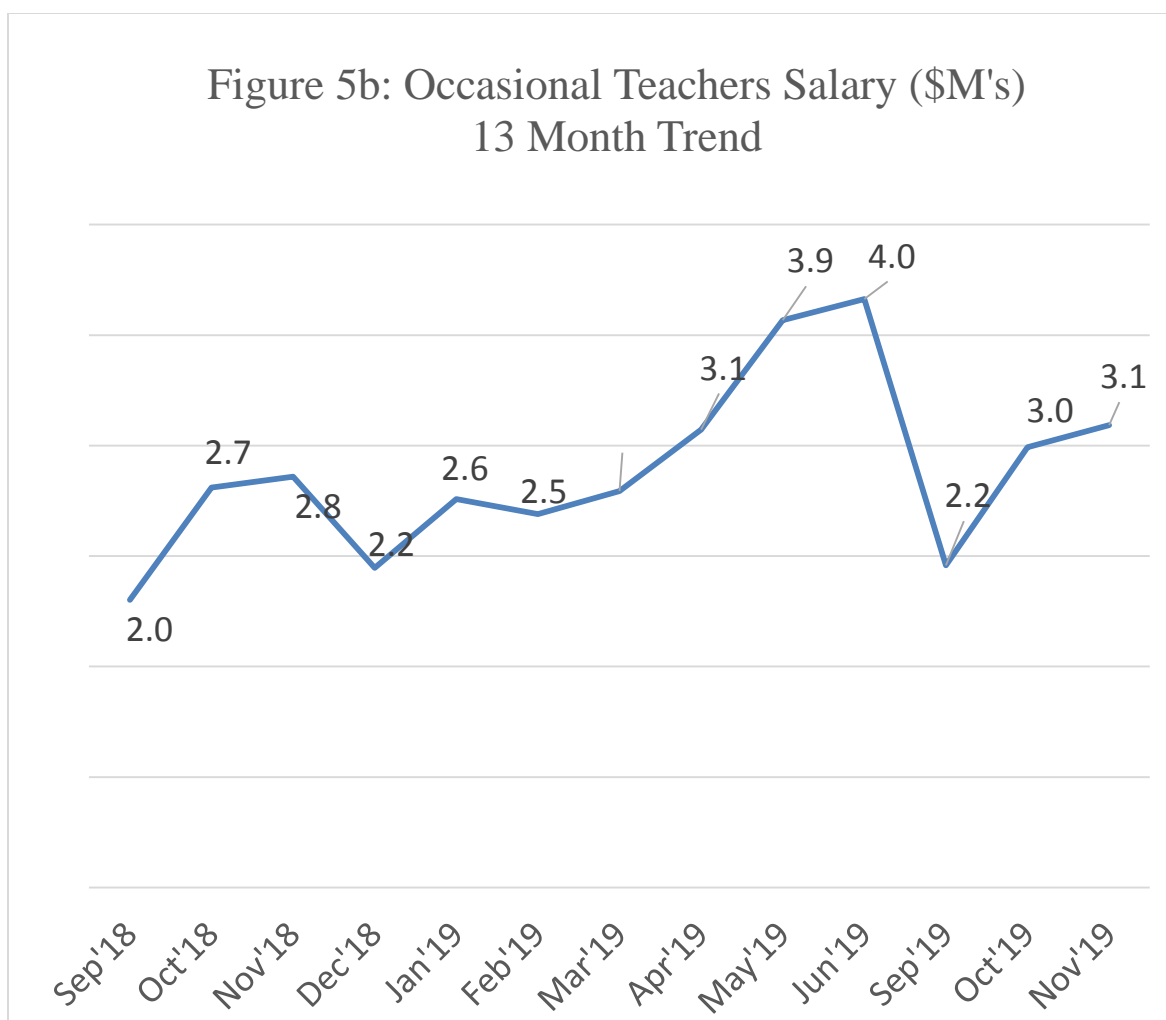
STAFF ABSENTEEISM AND EMPLOYEE FAMILY ASSISTANCE PROGRAM

4. ***Staff Absenteeism Rates and Occasional Fill Rates have increased.*** Recent statistics provide evidence that overall staff absenteeism rates experienced an increase of 1,833 days over the same period, from the prior year. The average absence days per FTE are 5.8 compared to 5.5 in the prior year's first quarter.

** Absence days are Category A&B and are inclusive of: Personal/Family Illness Days, Urgent Personal Business Days, Bereavement, Compassionate Leave, Health & Safety Inspections, In Lieu of Planning, Jury Duty/Subpoenaed as Witness, Recoverable, Special Circumstances, Special Permission, Suspension and Teachers' Earned Leave Plan – Partial Paid Days. **

5. ***Staff absenteeism continues to be an area of concern for the Board.*** Despite the rise in Occasional Teacher costs shown in Figure 5a, they are expected to end in line with budget. Figure 5b illustrates the 13-month trend in Occasional Teachers salary. The first 3 months of the school year experienced higher levels of salary when compared to prior year. This graph highlights any trends in absenteeism by month, year over year.

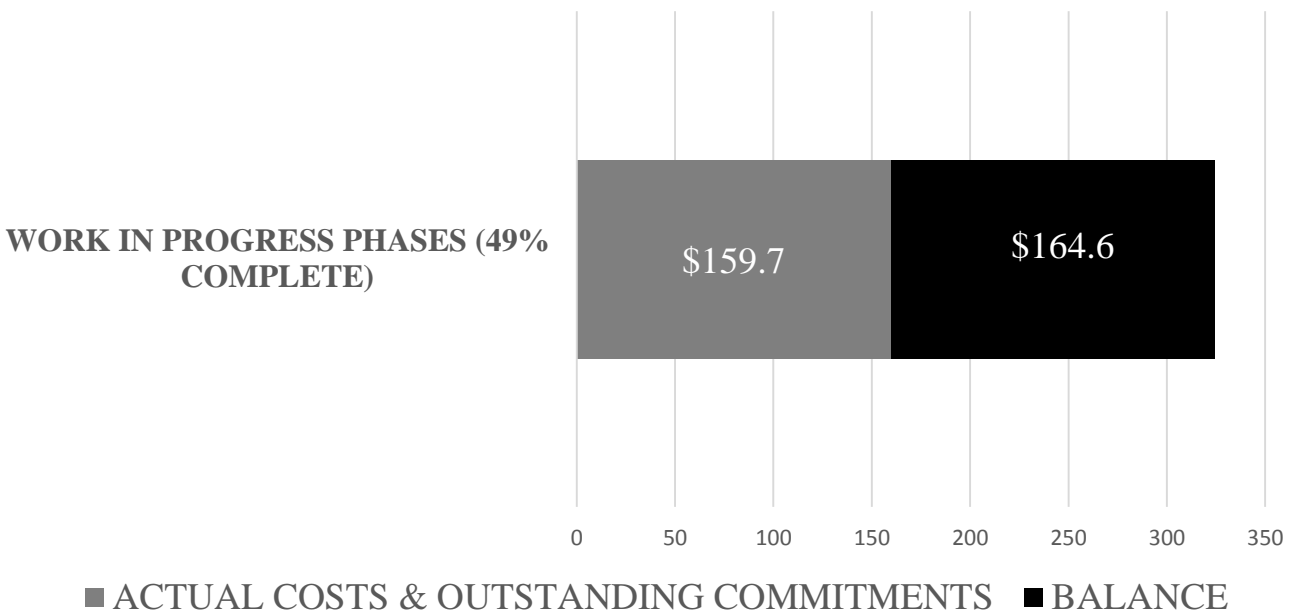




HIGH LEVEL REVIEW OF SCHOOL RENEWAL AND CAPITAL PROJECTS

1. ***The Capital program totals \$450 million.*** The Board received Capital Project funding for many new schools, additions and childcare spaces. The capital program funding includes Childcare funding and Full Day Kindergarten funding for projects where applicable. Figure 8 illustrates the Ministry approved capital budgets, the amount spent and/or committed, the balance remaining and the percentage completed by each Phase. **Appendix B** provides more detail regarding the Capital Projects Phases 1 to 7.

FIGURE 8: CAPITAL PROJECT SPENDING STATUS FOR WORK IN PROGRESS (\$M) NEW



Phase I - 16 School Additions (*Projects Completed*)

Phase II - 6 New Elementary Schools (*Projects Completed*)

Phase III - 5 New Elementary Schools (*Work In Progress*)

Phase IV - 8 School Additions & 3 New Elementary Schools (*Work In Progress*)

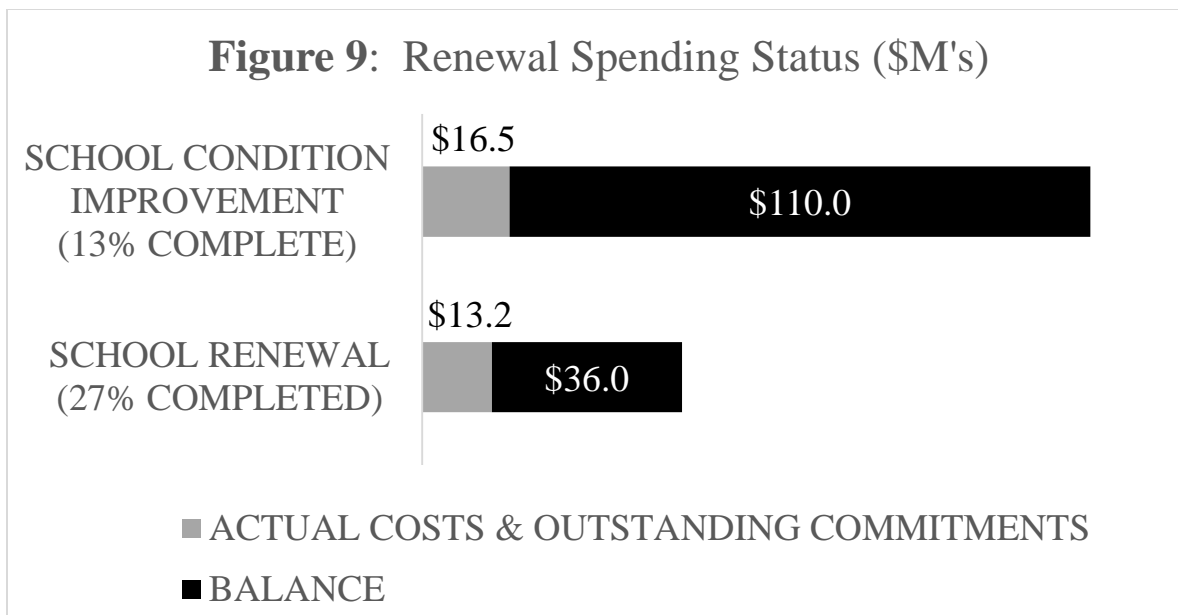
Phase VII - 7 New Elementary Schools (*Work In Progress*)

Phase V – Full Day Kindergarten (*All Projects Completed*)

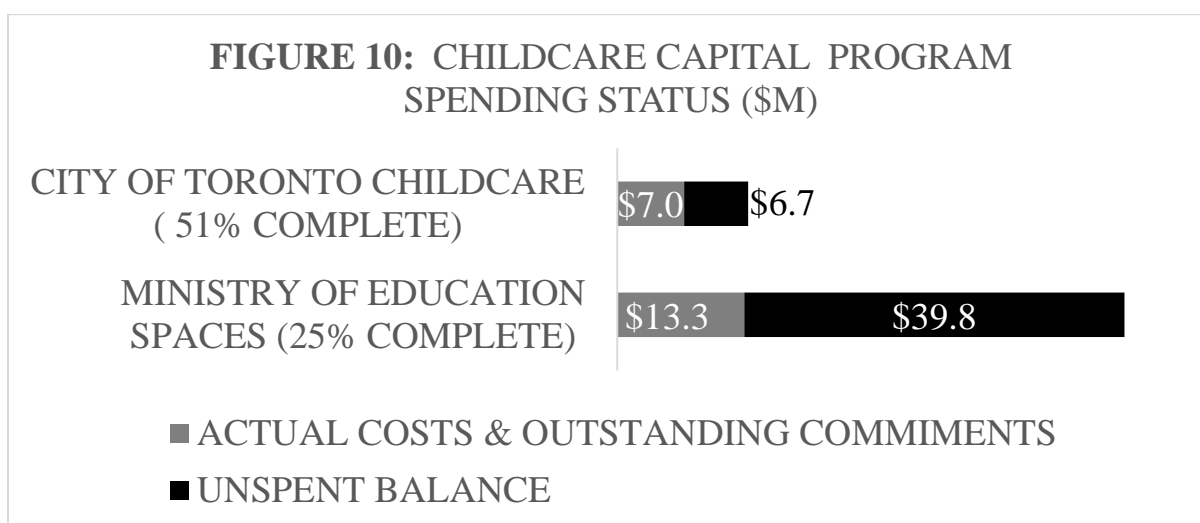
Phase VI – Railway/Bishop MacDonnell consolidated into **Phase VII**

The Renewal Program consists of major building component replacements and site improvements for a total available at September 1, 2019 of \$175M with funding of approximately \$146M remaining. The Regular School Renewal Grant, School Improvement Grant and several other grants provide the funding for the School Renewal Program.

Figure 9 provides a high-level view of the Ministry Approved funding, and Appendix C provides the detailed Actual & Committed Amounts spent and the balance remaining for School Renewal and School Renewal Capital Projects to date:



2. *The Capital budget also includes two Childcare Program capital projects.* The childcare program consists of childcare additions, childcares as part of new school construction and retrofit of existing childcares. Childcare capital funding is received from the Ministry of Education and the City of Toronto for purposes of building childcare space at specific schools. Figure 10 presents the status of progress to date including the percentage complete, actual and committed costs, as well as the balance remaining for both the Ministry and City of Toronto funded childcares.



E. METRICS AND ACCOUNTABILITY

1. ***In compliance with the Purchasing Policy, the Contract Awards Report will list Tenders and Request for Proposals (RFP) awards.*** This report has been posted on the TCDSB's website, and provides details such as Project/Service/Products, Ward, Supplier and low bid/highest score and total contract amount:

<https://www.tcdsb.org/Board/BoardAdministration/AdministrationOffices/purchasing/ContractAwardsReports/Pages/Default.aspx>

A Tender award is based on the compliant low bid meeting specifications, and Contractors bidding on construction or maintenance projects must be prequalified.

The report lists the total value of the project over the term of the contract, however, the actual amount may vary depending on the volume of product or services used during the term of the contract. An RFP award is based on the overall highest scoring proposal, and the evaluation is based on the scoring of specific weighted criteria including price.

2. ***The Government of Ontario plans to establish a centralized procurement for both the Ontario Public Service (OPS) and the Broader Public Sector (BPS).*** The initiative applies to school boards who are part of the BPS. The BPS Interim Measures (Measures) set out requirements that support the development of a centralized procurement system. They are critical to support the identification of opportunities for collaborative purchasing while helping to ensure value for money and accountability. The Ministry of Education updated the BPS Interim Measures (Measures) on September 23rd 2019 as follows:

- a. In-Scope – the Measure apply to:
 - new procurements for goods and services (consulting and non-consulting) valued at \$100,000 or higher. This was previously set at \$25,000 or higher.
- b. Out-of-Scope - the Measure do not apply:
 - where procurement is related to construction work. This includes any consulting services that are included in the procurement of construction work.

- Where procurement is related to goods acquired solely for resale.

BPS organizations must use existing Vendor of Record (VOR) arrangements whenever possible and appropriate, regardless of the value of the procurement. A VOR arrangement could be an Enterprise Vendor of Record arrangement managed by Ministry of Government and Consumer Services (MGCS), or any other arrangement available to the organization. Any new contract, including any extensions, must not exceed two years. In cases where a new contract will exceed two years, organizations may proceed with the procurement; however, they must submit a Procurement Rationale Report at least 45 days prior to issuing an In-Scope procurement greater than \$100,000.

BPS organizations must prepare and submit the following reports to the funding ministry:

- **Planned Procurement Report:** information on planned procurements for 2019 and through to the end of 2021 to the extent the information is available.
- **Activity Update Report:** information on procurement activity over the past six months, highlighting any variance from the planned procurement report; include a rationale for any variances.

3. *The actual revenues and expenditures are tracking to the Revised Estimates at the end of the first quarter as detailed in this report.*

F. CONCLUDING STATEMENT

This report is for the consideration of the Audit Committee.

OPERATING EXPENDITURES
@ November 30, 2019

'000's	Total Revised Estimate	YTD Revised Estimate	YTD Actual	Variance '000's	Variance %	2019/20 YTD % Spent	2018/19 YTD % Spent
Salaries							
Teachers	542,405	176,142	174,029	2,112	1.2%	32.1%	31.7%
Occasional Teachers	27,011	8,103	8,314	(211)	-2.6%	30.8%	26.1%
Educational Assistants & ECE's	61,761	18,528	17,006	1,522	8.2%	27.5%	29.1%
Principal & VP	38,328	11,498	12,872	(1,373)	-11.9%	33.6%	32.3%
School Office	17,792	5,338	4,768	570	10.7%	26.8%	26.8%
Continuing Education	17,050	5,115	3,212	1,903	37.2%	18.8%	19.6%
Other Instructional	61,819	18,546	17,447	1,099	5.9%	28.2%	31.6%
Sub Total Instruction	766,166	243,270	237,648	5,622	2.3%	31.0%	30.9%
Administration	17,819	4,455	4,829	(374)	-8.4%	27.1%	24.5%
Transportation	1,073	268	240	28	10.5%	22.4%	24.7%
Operations & Maintenance	47,058	11,764	12,128	(364)	-3.1%	25.8%	26.1%
Other	8,591	2,148	1,440	708	33.0%	16.8%	25.9%
Sub Total Non Instruction	74,541	18,635	18,638	- 2	0.0%	25.0%	25.6%
Total Salaries	840,707	261,906	256,286	5,620	2.2%	30.5%	30.4%
Benefits							
Teachers	79,940	23,982	15,841	8,141	34.0%	19.8%	21.9%
Occasional Teachers	5,719	1,716	1,430	286	16.6%	25.0%	24.4%
Educational Assistants & ECE's	19,830	5,949	4,997	952	16.0%	25.2%	27.6%
Principal & VP	4,991	1,497	1,005	492	32.9%	20.1%	20.0%
School Office	5,630	1,689	1,463	226	13.4%	26.0%	26.2%
Continuing Education	2,564	769	852	(83)	-10.8%	33.2%	26.4%
Other Instructional	13,413	4,024	3,081	943	23.4%	23.0%	25.8%
Sub Total Instruction	132,088	39,626	28,669	10,957	27.7%	21.7%	23.4%
Administration	5,137	1,284	1,401	(116)	-9.1%	27.3%	15.8%
Transportation	240	60	60	(0)	-0.2%	25.1%	19.3%
Operations & Maintenance	14,501	3,625	3,399	226	6.3%	23.4%	24.9%
Other	1,409	352	10	342	97.0%	0.7%	25.5%
Sub Total Non Instruction	21,288	5,322	4,870	452	8.5%	22.9%	22.2%
Total Benefits	153,375	44,948	33,539	11,409	25.4%	21.9%	23.2%
Operating Expense							
Instructional Expense	42,435	12,731	12,200	530	4.2%	28.8%	28.0%
Transportation Expense	37,383	11,215	11,377	(162)	-1.4%	30.4%	19.0%
Operations & Maintenance Expense	36,613	9,153	6,000	3,153	34.5%	16.4%	17.0%
Other Non Instructional Expense	4,571	1,143	1,497	(354)	-31.0%	32.7%	10.3%
Total Expense	121,002	34,242	31,074	3,168	9.3%	25.7%	20.2%
Grand Total	1,115,085	341,095	320,899	20,196	5.9%	28.8%	28.3%

Instruction %	3/10	30.0%
Non-Instruction %	3/12	25.0%

CAPITAL PROJECT PHASES 1 TO 7

APPENDIX B

Financial Update at November-30-2019

COMPLETED PROJECT STATUS		WORK IN PROGRESS			
MINISTRY APPROVED BUDGET ①	Costs to Date ②	Outstanding Purchase Order/ Committment Balances ③	Costs & Outstanding Purchase Orders ②+③	In Planning ①—④	Actual & Committed
61,750,493	61,652,198	98,295	61,750,493	-	100%
64,450,776	63,378,342	1,072,434	64,450,776	-	100%
113,294,407	64,877,795	15,538,140	80,415,936	32,878,471	71%
103,163,780	68,542,968	1,533,616	70,076,583	33,087,197	68%
107,856,852	3,300,874	5,950,296	9,251,170	98,605,682	9%
450,516,308	261,752,177	24,192,781	285,944,958	164,571,350	63%

Phase I - 16 School Additions

Phase II - 6 New Elementary Schools

Phase IV - 3 New Elementary Schools & 9 School Additions

Phase VII - 6 New Elementary & 1 New Secondary School(s)

Phase V – Full Day Kindergarten Program Complete (not included)

Phase VI – Projects consolidated into Phase VII

SCHOOL RENEWAL AND SCHOOL CONDITION IMPROVEMENT GRANT BALANCE

APPENDIX C

Financial Update at November 30, 2019

	SRG Renewal	SRA Renewal	SCI 70% Restricted	SCI 30% Unrestricted	TOTAL
	70%		30%		
FUNDING AVAILABLE					
Balance Forward - August 31, 2019 EFIS	27,327,151	2,467,383	37,005,932	39,254,671	106,055,137
Grant - 2019-2020 (<i>Estimates & B16:2019</i>)	17,108,301	0	30,124,891	12,910,668	60,143,860
Total Grant Available for 2019/2020	44,435,452	2,467,383	67,130,823	52,165,339	166,198,997
Add: Accruals (<i>Deducted from EFIS Bal Fwd</i>)	2,304,782	0	7,233,677	(0)	9,538,458
Balance Available September 1, 2019 ①	46,740,233	2,467,383	74,364,500	52,165,339	175,737,455
EXPENDITURES & WORK IN PROGRESS (September 1, 2019 - November 30, 2019)					
Actuals - Completed Work to November 30, 2019	3,236,683	67,166	5,165,400	0	8,469,248
Open Purchase Orders - Work in Progress	9,754,537	140,363	11,272,590	106,129	21,273,619
EXPENDITURES AND OPEN PURCHASE ORDERS ②	12,991,220	207,529	16,437,989	106,129	29,742,867
BALANCE AT NOVEMBER 30, 2019 ①-②	33,749,013	2,259,854	57,926,510	52,059,210	145,994,588



REPORT TO

AUDIT COMMITTEE

SCHEDULE OF 2020 INTERNAL SCHOOL AUDITS

"Take delight in the LORD, and he will give you the desires of your heart."

Psalm 37:4

Created, Draft	First Tabling	Review
January 21, 2020	January 29, 2020	Click here to enter a date

L. LePera; Senior Financial Analyst, Finance and Accounting

C. Giambattista; Senior Manager, Finance

D. Bilenduke; Senior Co-ordinator, Finance

P. De Cock; Comptroller, Business Services & Finance

INFORMATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report provides the Audit Committee with a schedule of internal school audits to be carried out by the TCDSB's Finance staff during the 2020 calendar year. The internal audits' scope encompasses school financial procedures and controls.

B. PURPOSE

The purpose of this report is to give the Audit Committee an opportunity to review and provide input into the audit plan.

C. BACKGROUND

1. *This is an annual exercise where Finance staff perform field audits at selected schools which possess an overall higher risk profile.* These risks include, but are not limited to staff turnover, new Principal appointments and anomalies in their school reporting. The audit results are compiled using a procedures and controls questionnaire template to be completed by the school principal and secretary. The findings of the questionnaire, along with the sample testing, are measured for compliance with the TCDSB's Policies and Procedures. The audit will include the review of all school banking funds including the Catholic School Parent Council (CSPC), Student Nutrition (SNP) accounts and P-card purchases.
2. Review of the School Cash Suite banking implementation and usage will continue to be a focus of this year's audit scope.

D. EVIDENCE/RESEARCH/ANALYSIS

1. A schedule of school audits for the year ending August 31, 2020 is attached as **Appendix A.**
2. A sample procedure controls template and questionnaire is attached as **Appendix B.**

3. For each of the processes and questions in **Appendix B**, the following information will be provided to assess compliance:
 - A. School Principal and Secretary will:
 - a) identify the control owner (if applicable),
 - b) add context to the control in place.
 - B. The Finance staff, performing the audit, will:
 - a) identify if the process is applicable,
 - b) identify if a control exists and suggest frequency,
 - c) determine if approval is required
 - d) identify the audit test plan, the audit findings, make recommendations, follow up on action plan timeframes and update action plan completions.

E. METRICS AND ACCOUNTABILITY

1. ***The internal audits are scheduled for January – April 2020.*** The audits will examine the period of September 2018 up to the date of the audit. The audit results and findings will be compiled and measured for compliance to the Board's Policies and Procedures. The results will be reported back to the Audit Committee and respective Superintendents highlighting any key issues of non-compliance.
2. The audit will focus on the following processes: funds collection, record keeping, reporting, security measures, approval process and general practices relating to all school funds including the general school fund, CSPC funds and the SNP funding.
3. Finance staff will review the School Cash Suite transition for both school banking and school cash online with a particular focus on the areas outlined below.
 - a) ***Parent adoption rate.*** This identifies the number of students that have been register for online payment access by the parent.
 - b) ***Usage rate.*** This identifies the rate in which the school cash online is being used.

c) *School Cash Catalogue usage.* This identifies the rate in which schools are creating items for parents to purchase online.

F. CONCLUDING STATEMENT

This report is for the consideration of the Audit Committee.

Proposed Schedule of 2019-20 School & CSPC Audits

	School Name	Ward	Trustee	Principal	Site visit date
Elementary Schools					
1	St. Edward	5	Maria Rizzo	Mario Addresso	Mar. 24, 2020
2	St. Charles	5	Maria Rizzo	James Graham	Apr. 21, 2020
3	St. Barnabas	8	Garry Tanuan	Mark Novis	Jan. 23, 2020
4	Blessed Sacrament	5	Maria Rizzo	Richard Walo	Mar. 12, 2020
5	Holy Family	4	Teresa Lubinski	Isilda Attridge	Feb. 20, 2020
6	All Saints	2	Markus de Domenico	Adaligio Bria	Feb. 27, 2020
Secondary Schools					
1	Bishop Marrocco	4	Teresa Lubinski	Erica Wilson	Feb. 4, 2020
2	Michael Power/St. Joseph	2	Markus de Domenico	Rose Mary Rossetti	Mar. 5, 2020
3	Bishop Allen	4	Teresa Lubinski	Lisa Tomeczek	Apr. 28, 2020
4	St. John Paul II	12	Nancy Crawford	Michael Wetzel	Apr. 2, 2020

Sample School/CSPC Internal Audit Questionnaire

Process	Co. ID	Question
Funds Collection	A.1	When are funds collected in classrooms submitted to the office? Who submits the funds to the office?
Funds Collection	A.2	Is there ever a reason funds are not submitted to the office they day they are collected? Give reasons why. In these scenarios, how are funds stored overnight?
Funds Collection	A.3	Describe the process followed by staff when handling funds before it arrives to person responsible for recording it. Are funds counted in advance of submission to the office and accompanied with a funds collection form?
Funds Collection	A.4	Are funds collected for school, CSPC or nutrition program activity ever counted off school property? If yes, explain process.
Recording	B.1	What funds, if any, are managed outside of KEV school banking? i.e. CSPC, other bank accounts
Recording	B.2	Are all funds/monies collected, relating to school activities, deposited into the bank accounts?
Recording	B.3	Are paid invoices marked "Paid"?
Recording	B.4	Does an invoice accompany each request for payment?
Recording	B.5	Is there a requirement to have pre-signed cheques on-hand? If yes, under what circumstances?
Recording	B.6	Do the physical cheques numbers align with the KEV cheque numbering?
Recording	B.7	Cheques should always be printed electronically; do you ever have the need to issue cheques manually? If yes, explain why and what the manual process looks like.
Recording	B.8	If cheques are numbered, are all cheques accounted for, including any voided cheques?
Recording	B.9	Under what circumstances have you found it necessary to make cash disbursements instead of using a cheque?
Recording	B.10	Does your school have a Petty Cash float? If yes, is it managed in the KEV Cashbox?
Recording	B.11	Is the bank account set up as a statement only ? (no passbook)
Recording	B.12	The Board distributed standard collection and disbursements forms; has the school implemented the use of these forms?
Recording	B.13	How many categories are used in KEV to track revenues and expenses?
Recording	B.14	How often are bank deposits made? Are funds ever stored in the school during the school breaks?
Recording	B.15	Have there been any payments made to staff that was not an expense re-imbursements? If yes, explain the nature of the payment.
Reporting	C.1	What reports are reviewed for school banking activity and revenue and expenses? Who reviews? What is the frequency of this review?
Reporting	C.2	Do you have any concerns or need help with anything relating to management of school funds?
Reporting	C.3	Are stamped bank deposit forms kept with the school's records?
Reporting	C.4	Is HST paid tracked in KEV? How much of an HST rebate have you received from the Board?
CSPC	D.1	Do you have a Catholic School Parent Council (CSPC)?
CSPC	D.2	If yes to D.1, do they have their own bank account?

Sample School/CSPC Internal Audit Questionnaire

CSPC	D.3	If no, who tracks spend of the CSPC funds that are managed in KEV?
CSPC	D.4	Who is responsible for preparing monthly reporting from CSPC (including bank reconciliation and revenues and expenses)?
CSPC	D.5	Who reviews and sign-off of on the CSPC reports ?
CSPC	D.6	Has your CSPC implemented the standard funds collection/disbursement forms?
CSPC	D.7	Do you have a Fundraising Plan developed in conjunction with your CSPC?
CSPC	D.8	Who has signing authority on the CSPC bank account (if applicable)?
CSPC	D.9	Where are the CSPC records for the current and past school years stored? Who has access?
CSPC	D.10	Do you have any reason to suspect any fraudulent activity with the CSPC funds?
CSPC	D.11	If it hasn't already, will your CSPC bank account be consolidated with the school bank account? If yes, what is the expected timeframe for this to happen? If no, are you aware of the benefits with consolidating?
CSPC	D.12	Is your CSPC bank account set up for EFT (electronic funds transfer) with any vendors?
CSPC	D.13	Have any concerns been expressed at the CSPC meetings about the amount of collections from fundraising activities?
CSPC	D.14	What was the balance remaining in your CSPC account as at August 31, 2019?
CSPC	D.15	Did your CSPC submit their financial reporting in SharePoint for the 2018-19 school year?
General	E.1	Do you have any suspicions with respect to the theft of any school, CSPC or SNP funds or other fraudulent activity?
General	E.2	Have there been any changes in the current school year to personnel handling funds in the school?
General	E.3	Who is responsible for reviewing the school's general email account?
Security	F.1	Where are school funds (cash or cheque) stored in the school before deposited into bank? Who has access?
Security	F.2.	Where is the cheque stock stored in the school? Who has access to unused cheques?
Security	F.3	Who are the signing authorities on record for all school bank accounts? Please provide bank confirmation of same.
Security	F.4	Where are financial records stored? Who has access to the accounting records?
Security	F.5	What control(s) are in place to ensure payee name on cheque is not the same as signing authority?
Security	F.6	Do you have a bank card or a CIBC CMO token? If yes, what is it used for?
Security	F.7	Is there any requirement to make cash withdrawals, ATM withdrawals, direct debit purchases from the school bank accounts?
Security	F.8	Are there at least 2 people present at all times when funds are counted in preparation of a bank deposit? Please list the individuals.
Security	F.9	Are deposit forms signed by both individuals?
Approvals	G.1	Are the funds disbursement forms approved in advance of issuing a cheque?
P- Card Trans.	H.1	How many P-cards are assigned to your school? What are the numbers?
P- Card Trans.	H.2	Where are the P-cards stored when not in use and who has access?
P- Card Trans.	H.3	Is a P-Card tracking sheet used to monitor the signing out of the card?
P- Card Trans.	H.4	Are P-Card statements reconciled to invoices/receipts?
KEV	I.1	Who is responsible for the school's day-to-day banking in KEV for the SGF account? SNP, if applicable?

Sample School/CSPC Internal Audit Questionnaire

KEV	I.2	Have the principal, VP and secretary attended the full School Bank and Cash-on-Line training?
KEV	I.3	What is your KEV adoption rate? What steps have you taken to increase parent registration?
KEV	I.4	How many events has your school created in KEV? Do you know your usage rate?
KEV	I.5	How has handling of cash and cheques changed for your school with the introduction of KEV?
KEV	I.6	If you haven't already, is the school planning on adopting the School Cash Express option to allow teachers and/or CSPC access to create events on the system? What steps have taken place to implement this option?

Approval

Principal's name (please print)

Principal's approval



REPORT TO

AUDIT COMMITTEE

ENTERPRISE RISK MANAGEMENT FRAMEWORK REVIEW 2019-20

"Take delight in the LORD, and he will give you the desires of your heart."
Psalm 37:4

Created, Draft	First Tabling	Review
January 23, 2020	January 29, 2020	Click here to enter a date.
P. De Cock, Comptroller of Business Services & Finance		
INFORMATION REPORT		

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Director of Education

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Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report provides the Audit Committee with an update concerning the top five emerging risks identified by the Enterprise Risk Management (ERM) Framework Tool and the impact of identified mitigating strategies to reduce the residual risks.

Business Services staff applied the new ERM Framework to the Toronto Catholic District School Board environment by surveying all senior staff and identified the top five emerging risks facing the Toronto Catholic District School Board.

The cumulative staff time required to prepare this report was 10 hours.

B. PURPOSE

1. This report responds to a request through an approved motion at the Audit Committee to regularly review the TCDSB's risk universe and add this item to the Audit Committee's Annual Checklist.

C. BACKGROUND

1. The Audit Committee received an inquiry from an Audit Committee member regarding Regulatory Environment Dashboards, and the Audit Committee approved a motion requesting staff to develop an Enterprise Risk Management Framework and identify the top five priority areas and risks to the TCDSB.

D. EVIDENCE/RESEARCH/ANALYSIS

1. ***TCDSB Business Services staff developed a TCDSB specific ERM Dashboard for emerging risks.*** This framework is designed to communicate to the Audit Committee the existence or emergence of environmental and/or organizational risks. This framework measures the inherent risk, assesses the mitigating internal controls, and calculates the remaining risk for which mitigating strategies are required. Appendix A provides the complete listing of risks.
2. ***The aggregate survey results identified the top five emerging risks.*** The emerging risks were assessed based on a wide range of risk factors. The

resulting aggregation of survey results eliminates the individual biases from individual perspectives, and consequently provides a higher-level systemic perspective. The top five emerging risks based on their relative aggregate inherent risk factor scores appear in the table below:

EMERGING RISKS by Sum of INHERENT RISK (0 - 10)	
RISK DESCRIPTION	Total
Staff Absenteeism	5.8
GSN Reductions	5.3
Special Education Supports for Students with Needs	5.0
Collective Agreement Negotiations	4.9
Viability of Attendance Management Systems	4.8

6. *Internal Controls mitigate the inherent risks leaving a remaining Residual Risk.* Senior Staff assessed the internal controls for each emerging risk based on a scoring rubric. The extent to which these internal controls reduce and/or mitigate the inherent risk leaves a balance of risk often referred to as the residual risk. The top five emerging risks by the aggregate score of their residual risk appear in the table below.

EMERGING RISKS by Sum of RESIDUAL RISK (0 - 10)	
RISK DESCRIPTION	Total
Staff Absenteeism	3.6
GSN Reductions	3.1
Special Education Supports for Students with Needs	2.8
Collective Agreement Negotiations	2.7
Regular Instructional Day International Languages Program	2.7

7. *Future versions of the ERM will expand the analysis into Information Technology & Systems.* Risk Management are currently engaging IT staff to define the risks, and develop risk-scoring rubrics in order to conduct a broad survey.
8. *Staff Absenteeism remains the top risk.* Staff absenteeism continues to increase year-over-year and the increasing fill rates for occasional teachers negatively impacts upon the TCDSB's financial condition. TCDSB staff in the Sick Leave and Disability Management Department are continuing to monitor

and follow-up cases of prolonged and/or patterned absenteeism. Despite these efforts to return employees to work, the overall absenteeism rate rises.

9. ***Grants for Student Needs (GSN) Reductions negatively affect Service Levels.*** Recent Ministry of Education announcements reversed service level reductions for students in Secondary School programs, i.e. Secondary Class Sizes. In October 2019, the Ministry of Education announced a roll back of secondary class sizes from 28:1 to 25:1. Consequently, there is a reduced need to realign course offerings, and reduce staffing levels by normal retirements.
10. ***Special Education Supports for Students with Needs face the risk of reduced service levels.*** The Special Services Department will redeploy staff and program resources according to student needs. The issue of staff absenteeism affects the Special Services program area to a greater extent than any other instructional area. The absenteeism rate for the Educational Assistants (EA) employee group is the highest among all employee groups at the TCDSB. The salary gap arising from vacant EA positions will be reallocated to provide supply Contracted Support Workers to provide immediate short-term assistance for students at risk of harm to themselves or others in order to maintain safe learning environments for all students.
11. ***Collective Agreement Negotiations possess the potential to create additional cost pressures and/or administrative burdens.*** Provincial central table bargaining sessions are underway with TCDSB Senior staff are actively engaged with the Ontario Catholic School Trustees Association (OCSTA) and the Council of Directors of Education (CODE) in order to mitigate any arising risks. The current state of labour disruption activities may require the closure of schools. Normally, the financial impact benefits the Province as the GSNs are clawed back minus any incremental costs directly related to the labour disruption activity. The effect to the TCDSB is largely cost neutral in a financial sense but creates a negative impact upon student achievement.
12. ***Regular Instructional Day International Languages (IL) Program requires Ministerial approval to continue beyond 2018-19.*** The elimination of the IL Extended Day model and its inclusion into the regular instructional day (300 minutes) requires Ministerial approval for the 2019-20 school year. Ministerial approval continues to remain outstanding. TCDSB trustees and staff continue to advocate for the continuation of the IL program and funding to offset the cost pressure.

E. CONCLUDING STATEMENT

That the Audit Committee receive the report for information.

EMERGING RISKS by Sum of RESIDUAL RISK (0 - 10)

RISK DESCRIPTION	Sum of INHERENT RISK (0 - 10)	Sum of CONTROLS ASSESSMENT (0 - 10)	Sum of RESIDUAL RISK (0 - 10)
Staff Absenteeism	5.8	2.1	3.6
GSN Reductions	5.3	2.3	3.1
Special Education Supports for Students with Needs	5.0	2.3	2.8
Collective Agreement Negotiations	4.9	2.2	2.7
Regular Instructional Day International Languages Program	4.5	1.8	2.7
Viability of Attendance Management Systems	4.8	2.1	2.7
Legislated Changes to Service Levels	4.6	2.4	2.2
Deferred Maintenance Backlog	4.4	2.3	2.1
Increased Enveloping of GSNs	3.4	1.4	2.0
Principal & VPs Succession Planning	3.9	2.2	1.7
Expiring ICT Infrastructure - SIS	3.6	2.0	1.7
Ensuring Catholicity in Programs and Staffing	3.6	1.9	1.7
Capital Projects building to Benchmark Rates	3.9	2.3	1.7
Workplace Violence & Harrassment	4.0	2.4	1.6
Student Transportation - Consortium Model & Bus Drivers	3.7	2.2	1.5
Expiring ICT Infrastructure - SAP	3.6	2.2	1.4
Expansion of French Immersion Program	3.6	2.2	1.4
Cybersecurity Threats	3.9	2.6	1.4
Expiring ICT Infrastructure - Telephony	2.9	1.9	1.0
Changing Curriculum Requirements - Sex Ed, Math, etc.	3.1	2.1	1.0
EDC Line of Credit	2.2	1.7	0.5
Strata Schools	1.9	1.6	0.3
Joint Venture Community Hubs	2.4	2.2	0.2

Audit Committee Meeting 2020 Annual Agenda / Check List

	Jan	Mar	May	Sep	Nov
Risk Management					
Resourcing (Mix, Skillset, Quantity)					
Reputational Risk	D				
Management Structure Issues					
Enterprise Risk Management	D				
Budget (2020/2021)					
Financial Reporting Process					
MOE Financial Reports	D				
Consolidated Financial Statements					
Internal Audit					
Open Audit Status (% complete, support received)	D				
Risk Review Summary on Audit Completion					
Future Audit Plan (2 years)					
Internal Controls					
Ministry Operational Review					
Internal Audit recommendations					
Compliance Matters					
Legal	D				
MOE	D				
Union	D				
Board Policy Compliance					
External Audit					
Review External Auditors					
Scope					
Cost					

D - Discussed

R - Review requested

P - Pending

Audit Committee is required to meet a minimum of 3 times annually.

**AUDIT COMMITTEE
PENDING LIST OF REPORTS AS AT JANUARY 29, 2020**

	Subject	Date Due	Delegated to
a.	Report regarding Schedule of Internal Audits (Annual)	Jan./Feb.	L. Noronha
b.	Report regarding Summary of Grievances, Trends, Liabilities, Administrative Risks and Litigation (Quarterly, where appropriate, to both the Audit Committee and the respective Standing Committee)	Quarterly	P. Matthews
c.	Report regarding Audit Committee Annual Report to the Board of Trustees (Annual)	Nov.	L. Noronha
d.	Report regarding the Draft Audited Financial Statements (Annual)	Nov.	L. Noronha
e.	Report regarding the Audit Committee's Self-Assessment (Annual)	Jan./Feb.	L. Noronha
f.	Report regarding the External Auditors' Annual Audit Plan (Annual)	Sept.	L. Noronha
g.	Report regarding the Toronto & Area Regional Internal Audit Team Progress Report (Every Meeting)	Every Meeting	P. Hatt
h.	Report regarding the type of work External Auditors may/may not complete on non-audit work; and include a staff recommendation on the ratio of non-audit services that External Auditor may be able to perform so as to not compromise independence.	Nov.	L. Noronha
i.	Report regarding Professional Services Fees paid to External Consultants for Financial Advisory and Reporting Services (Annual)	Nov.	L. Noronha
j.	Report regarding Audit Committee all fees paid or payable to the external Auditor of records, categorized by Audit and audit-related services; and Permitted" non-audit services.	Sept.	L. Noronha