



REPORT TO

AUDIT COMMITTEE

SUMMARY OF SCHOOL AND CSPC AUDIT FINDINGS

“Even a child is known by his doings, whether his work be pure, and whether it be right”
Proverbs 20:11

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January 14, 2019	January 30, 2019	Click here to enter a date.
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INFORMATION REPORT		

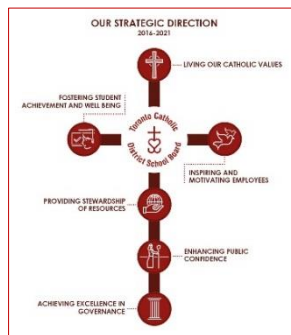
Vision:

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

During the 2017-2018 school year, the Board's Finance staff performed field audits at 10 selected schools. The internal audits' scope encompassed school financial procedures and controls. This report provides the Audit Committee with a summary of the findings and risks arising from the completed audits.

B. PURPOSE

The purpose of this report is to provide the Audit Committee with a high level summary of the audit findings on School Generated Funds.

C. BACKGROUND

As part of an annual exercise, Finance staff perform field audits at select schools, which possess an overall higher risk profile (i.e. staff turnover, new principals and anomalies in their school reporting). The audit results are compiled using a procedure and controls questionnaire template to be completed by the school Principal and Secretary. The findings of the questionnaire, along with the sample testing, were measured for compliance against Board Policies and Procedures. The audit included a review of school banking funds (including the Catholic School Parent Council (CSPC) and the Student Nutrition (SNP) accounts) and P-card purchases.

D. EVIDENCE/RESEARCH/ANALYSIS

1. During the 2017-2018 school year, Finance staff performed ten school audits. The list of completed school audits is outlined in **Appendix A**.
2. A high level Summary of Findings, by school, identified as requiring immediate attention is attached as **Appendix B**. For each finding, there an accounting of corrective action taken and the lessons learned by the in-servicing activities following the field-work. Each School Principal and Area School Superintendent receives a detailed audit report complete with findings, action plans and sign-off by a school administrator.

3. Finance staff will similarly engage in action plans as follows:

- a) Offer training courses for Principals and Vice Principals, and schedule one-on-one classroom sessions throughout the school year for both Principals and Secretaries where appropriate;
- b) Attend and present the common and recurring audit findings at the area Principals meetings that are held monthly;
- c) Monitor the KEV program for the parent adoption rate, the usage rate, and for the school cash catalogue usage;
- d) Attend the CSPC Executive Workshop on January 29, 2019 and present a workshop regarding the “Role and Responsibility of the Treasurer and Fundraising in Schools”;
- e) Continue to perform field audits and provide in-servicing towards best business practices and ensure compliance with the Board’s Policies and Procedures during the 2018-2019 school year.

E. METRICS AND ACCOUNTABILITY

Finance staff will continue to report the findings associated with School & CSPC Internal Audits to the Audit Committee for review and consideration.

F. CONCLUDING STATEMENT

This report is for the consideration of the Audit Committee.