



## **Toronto Catholic District School Board**

### **Status Update for Audit Committee**

**September 2019**

**Staffing Update:** New Regional Internal Audit Specialist – **Rupam Shah**

Rupam will be supporting regional internal audit in the six school boards within the Toronto and Area Region (Toronto Catholic DSB, Toronto DSB, Peel DSB, Dufferin-Peel Catholic DSB, York Region DSB and York Catholic DSB).

Rupam is a Chartered Professional Accountant (CPA, CA). Before joining the RIAT, Rupam spent approximately seven years at the Ministry of Education's Financial Analysis and Accountability Branch in various roles.

**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>The main objective for this engagement is 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"> <li>• Laptops / Desktops</li> <li>• Mobile devices (i.e. iPads and Chromebooks)</li> <li>• Printers</li> <li>• Audio visual equipment (i.e. large format displays and projectors)</li> </ul> <p>A meeting was held with Management on August 21<sup>st</sup> to discuss audit observations. The audit report is being drafted and will be provided to Management for review and comment in mid-September. This audit report will be presented at the next Audit Committee meeting.</p>

#	Audits	Status
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.</p> <p>This outsourced engagement was awarded to KPMG. Fieldwork is complete and a draft report is with Management for their review and comment. This audit report will be presented at the next Audit Committee meeting.</p>
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 for this follow-up is expected to take place in September / October 2019.</p>
4	Risk Assessment / Three-Year Internal Audit Plan	<p>A risk is the possibility of an event occurring that will impact achievement of the Board's objectives. The Regional Internal Audit Team will assess risk across the various functions of the Board to determine areas that are higher risk.</p> <p>The internal audit plan for the three years starting 2019-20 will then be developed and will take into consideration:</p> <ul style="list-style-type: none"> <li>• Areas of highest risk</li> <li>• Projects that will add the most value</li> <li>• Previous audit coverage</li> </ul>

#	Audits	Status
		<ul style="list-style-type: none"> <li>Common risk areas across boards in the Toronto and Area Region</li> </ul> <p>The three-year internal audit plan will be presented to the Audit Committee in September 2019. This plan reflects the engagements agreed to by the Audit Committee in May 2019 and provides further detail, such as the year each engagement is scheduled.</p>