

1. Audit Committee

1.1 Purpose

- 1.1.1 To assist the Board and the Superintendent in fulfilling their oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including Public Sector Accounting Standards (PSAS) compliance), and monitoring the Division's compliance with laws and regulations pertaining to financial operations.

1.2 Powers and Duties

- 1.2.1 The Committee has the authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
- 1.2.1.1 With the consent of the Board, retain outside counsel, accountants or others to advise the Committee or assist the conduct of an investigation.
- 1.2.1.2 Seek any information it requires from employees – all of whom are directed to cooperate with the Committee's request or that of associated external parties.
- 1.2.1.3 Meet the Division officers, external auditors or outside counsel as necessary.
- 1.2.2 The Committee will carry out the following responsibilities:
- 1.2.2.1 Financial statements
- Review significant accounting and reporting issues, including complex or unusual transactions.
 - Review with management and the auditors the results of the audit, including any difficulties encountered.
 - Review the annual financial statements, and consider whether they are complete, consistent with the approved budget for the school year in question and other information known to Committee members, and reflect appropriate accounting principles; and
 - Review with management and the auditors all matters required to be communicated to the entire Board.
- 1.2.2.2 Internal control
- 1.2.2.2.1 Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
- 1.2.2.2.2 Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

- 1.2.2.3 Audit
 - 1.2.2.3.1 Review the auditor’s proposed audit scope and approach.
 - 1.2.2.3.2 Review the performance of the auditors, and provide recommendations to the Board concerning the final approval on the appointment or the discharge of the auditors.
 - 1.2.2.3.3 On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe must be discussed privately.
- 1.2.2.4 Compliance
 - 1.2.2.4.1 Review the findings of any examination by regulatory agencies and any audit observations.
 - 1.2.2.4.2 Obtain regular updates from management and Division legal counsel regarding compliance matters.
 - 1.2.2.4.3 Obtain and review from legal counsel an update on any outstanding legal matters that may have a significant impact upon Board operations.

1.3 Membership

- 1.3.1 All trustees; the Board Chair will act as the Chair of the Audit Committee.
- 1.3.2 Two members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate. One member will be from the business community and one member from the adult learning community.
- 1.3.3 The Board will appoint the public members to the audit committee.
- 1.3.4 Compensation rates for public members will be the same as the trustee meeting honoraria.

1.4 Meetings

- 1.4.1 The committee will meet two to four times per year.
 - 1.4.1.1 All committee members are expected to attend each meeting, in person or via tele- or video-conference.
 - 1.4.1.2 The Committee will invite members of administration, auditors or others to attend meetings and provide pertinent information, as necessary.
 - 1.4.1.3 The Committee may hold private meetings with the external auditor(s).
 - 1.4.1.4 Minutes of the committee meeting(s) will be prepared. The secretarial function will be determined by the Superintendent or designate.

Reference:

[Education Act](#)
[Collective Agreements](#)