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Audit Committee Agenda

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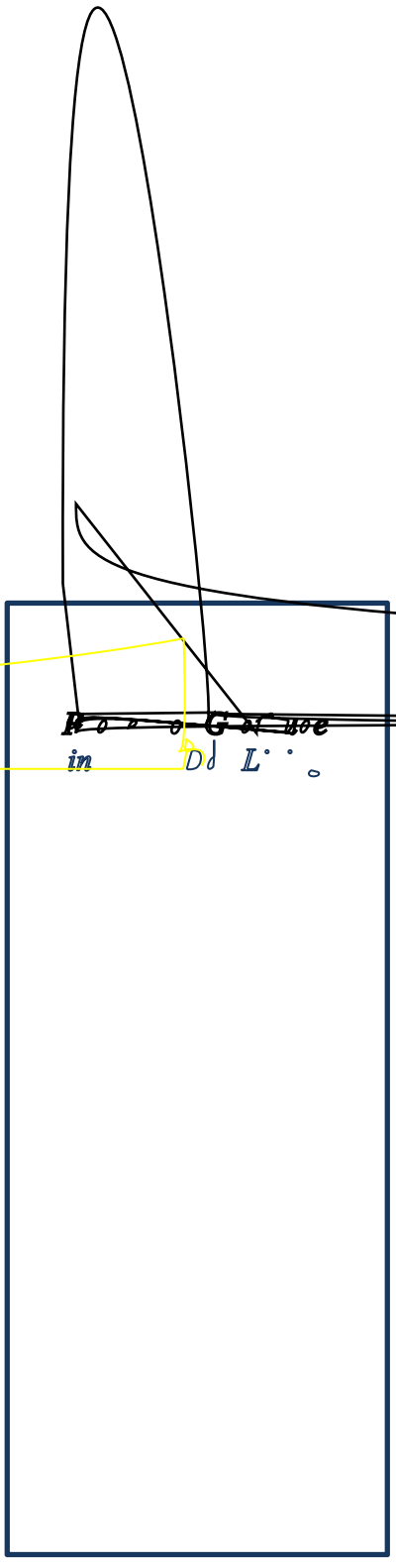

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YCDSB Regional Internal Audit Update

The following is the status of engagements that are still outstanding from the York Catholic egional Internal Audit Plans from 2020-21 to 2022-23.

Workflow Assessment Plant and Finance (2020-21)

Status: Proposed Cancellation (see analysis in the RIAT annual report and recommendation below)

Objective: To assess workflows of specific areas of Plant and Finance (Procurement) with the goal of optimizing processes.

2)

Appendix 1 - Regional Internal Audit Team Annual Report – 2022-23

Introduction

The Toronto & Area

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he purpose of the regional internal audit team is to provide independent, objective assurance and consulting services designed to add value and improve

providing risk-ba

RIAT Structure & Staffing

The RIAT consists of:

Senior Manager, Regional Internal Audit	Paula Hatt, CPA, CA, CIA
Manager, Regional Internal Audit	Viraj Trivedi, CPA, CA
Manager, Regional Internal Audit	Judy Selvadurai, CPA, CMA, CIA
Regional Internal Audit Specialist	Shelley Ramessar, CPA, CMA
Regional Internal Audit Specialist	Rupam Shah, CPA, CA

All staff are appropriately qualified, with no staffing changes made in 2022-23. The managers and specialists report directly to the senior manager.

In addition to the staff noted aboveted aboveted ab

addition, as a requirement of the professional designations, auditors must complete a minimum number of continuing professional development hours annually (including an ethics training requirement). All RIAT staff have confirmed that they met the continuing education requirements of their respective designations for 2022. Training opportunities undertaken by various RIAT staff in 2022-23 covered a variety of relevant topics, including:

- Ethics
- Report writing
- Root cause analysis
- Cyber risk management / cyber insurance
- Talent management
- Data analytics
- Change management
- Environmental, social and corporate governance
- Sick leave
- Pay equity
- Soft skills

In addition, staff are members of some sector and professional boards and committees:

P. Hatt is Co-chair of the OASBO Internal Audit Committee (from 2020 to 2024, all RIAT staff are members) and was
Enterprise Risk Management project.

V. Trivedi is on the OASBO Board (2020 to 2024) and also sits on the IIA Toronto Public Sector Committee.

S. Ramessar is Co-chair of the OASBO Internal Audit Committee (from 2023 to 2025) and is a member of the Municipal Internal Auditors Association Executive (Workshop Coordinator, all RIAT staff are members).

Quality Assurance and Improvement Program

Both the charter and IIA Standards require the RIAT to report on the quality assurance and improvement program (QAIP), which includes ongoing internal assessments and a periodic external assessment to assess conformance with IIA Standards and the Code of Ethics. The
e areas:

Internal Assessments Quality is assessed internally through ongoing monitoring and review activities, both at the engagement level and overall. In addition, the RIAT has completed a self-

- Partially conforms to 8
- Does not conform to 1
- 7 standards are currently not applicable to the RIAT

Action plans to address gaps (i.e., where RIAT only partially conforms or does not conform) are included in Appendix 1-B.

External Assessment An external assessment is planned for 2023-24 (to be conducted every five years thereafter). The RIAT will engage a third party to complete an independent validation of the self assessment. The results, recommendations and action plans will be shared with the Audit Committee when available.

RIAT Plan & Activities

The Ministry of Education issued guidance in May 2016, noting that each school board should receive a minimum of two engagements a year from the RIAT, in addition to follow-up activities on findings and recommendations from previously issued audit reports. For each board in the region, the RIAT prepares a two-year audit plan based on a risk assessment that also considers feedback from management and the Audit Committee. The plan is presented to the Audit Committee for recommendation to the Board of Trustees for approval.

An update is provided at each Audit Committee meeting to communicate the progress toward completing planned engagements, as well as an update on any follow-up activities.

The approved plan for 2023-24 includes the following engagements:

Attendance Support - Audit engagement designed to assess the adequacy and effectiveness of the key internal controls over employee absenteeism.
School-

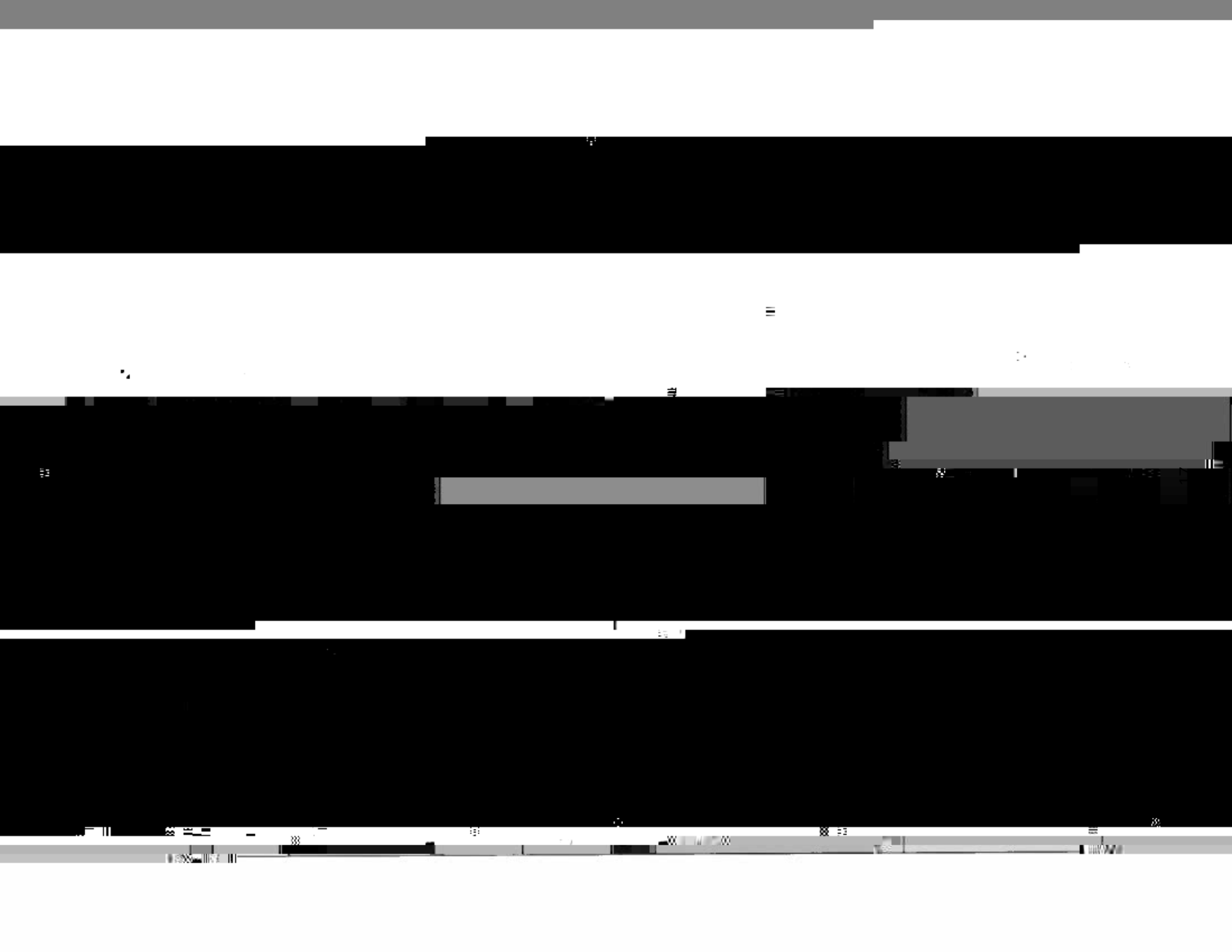
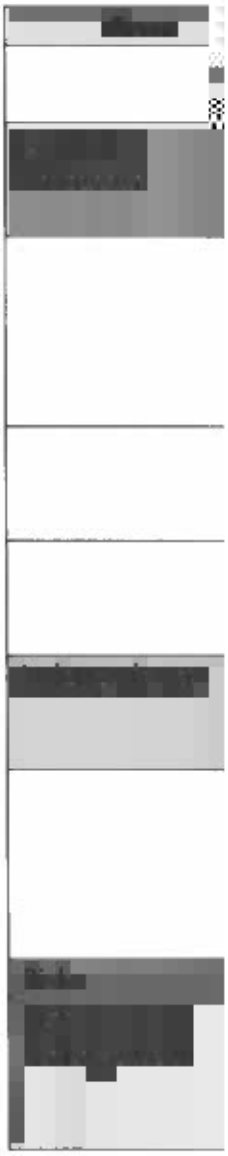
Other, higher value consulting engagements have been identified as part of the Financial Risk Review (staffing benchmarking and second phase of the special education financial and operational review), which would replace this engagement.

No specific issues were identified in the risk assessment completed in 2022 related to plant and finance workflows.

Attendance Support (2023-24) Although absenteeism remains a high risk and is a budget pressure, RIAT proposes that this engagement be removed from the plan:

This risk is largely due to provincial policy and boards have limited opportunity to manage it.

YCDSB has an attendance support program in place, as well as an Absenteeism Task Force that is identifying and implementing measures to address the risk.

There is limited opportunity for RIAT to add additional value while work is ongoing and the results of these measures are pending.

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