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**2010:SB46**

**MEMORANDUM TO:** Directors of Education

**FROM:** Andrew Davis  
Director  
Financial Analysis and Accountability Branch

**DATE:** October 19, 2010

**SUBJECT:** Audit Committee Training

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I am writing to invite you to participate in the upcoming audit committee training sessions scheduled for January and February 2011.

### **Overview**

As per 2010 memorandum SB 45, the regulation mandating the creation of audit committees by all school boards has been enacted into law on September 9, 2010 in Ontario Regulation 361/10. In order to assist the school board sector in the successful implementation of audit committees, the Ministry, in conjunction with the eight host boards, have organized a series of two day training sessions. The training sessions will be delivered primarily by an external audit firm. Appendix A details the dates and locations of the eight different locations where the training will be held. The locations selected represent the eight geographical internal audit regions. We encourage you to attend the session offered in your region, if possible.

### **Invited Participants**

The following individuals are invited to attend the training sessions. The presence of these individuals is key to ensuring that all parties responsible for school board governance have a clear understanding of the audit committee's mandate:

- ❖ Trustees (who will be members of the audit committee)
- ❖ External members (who will be members of the audit committee)
- ❖ Director of Education
- ❖ Superintendent of Business
- ❖ Regional internal audit manager (applicable to the eight host boards only)
- ❖ 1 or 2 addition school board staff (at the discretion of senior management)

### **Agenda**

The training sessions will cover a wide variety of topics surrounding audit committees and internal audit and will include:

- The audit committee regulation;
- The roles and responsibilities of the audit committee and its members;

- The roles and responsibilities of external audit and internal audit;
- An understanding of the evaluation of the board's internal controls;
- An understanding of the key elements of Public Sector Accounting Board financial statements;
- Assessing risk and risk management; and
- An evaluation of the effectiveness of audit committees.

### **Training Format**

#### Day 1

10 AM – 12 PM: An overview of the education sector in Ontario (optional attendance, session is directed to new participants to the education sector but all participants may attend)

12 PM – 6 PM: Audit committee training

#### Day 2

9 AM – 4 PM: Audit committee training continued

### **Confirmation of Participation**

The Ministry requires a preliminary e-mail confirmation of the attendance figures for your board by December 7, 2010. We recognize that the board and non-board member participants may need to be estimated at this time and may be more a placeholder than a person's name and title. The Ministry then requires a final figure to be submitted by January 4, 2011.

Please email the number of participants, their names and titles to the Ministry representative listed below:

Greg Fiorido  
Financial Analysis and Accountability Branch  
Ministry of Education  
3300 Bloor Street West  
Toronto, Ontario  
Tel: (416) 325-3244  
Email: [greg.fiorido@ontario.ca](mailto:greg.fiorido@ontario.ca)

Should you or your staff have any questions at all please feel free to contact Greg Fiorido from the Governance and Audit Support Team at the telephone number or email address listed above.

Yours sincerely,



Andrew Davis  
Director  
Financial Analysis and Accountability Branch

## Appendix A - Training Schedule

Region	City	Dates	Hotel
<p><b><u>Central Region</u></b>  Dufferin-Peel Catholic DSB  Peel DSB*  Toronto Catholic DSB  Toronto DSB  York Catholic DSB  York Region DSB</p>	Toronto	February 24-25	<p><b><u>Airport Holiday Inn:</u></b>  Toronto International Airport  970 Dixon Road  Toronto, Ontario  M9W 1J9  Tel. (416) 675-7611  Toll Free: 1-877-660- 8550  Fax: (416) 675-9162</p>
<p><b><u>Eastern Region</u></b>  Algonquin &amp; Lakeshore DSB  Catholic DSB of Eastern Ontario  Hastings &amp; Prince Edward DSB  Limestone DSB  Ottawa Carleton DSB  Ottawa Catholic DSB*  Renfrew County Catholic DSB  Renfrew County DSB  Upper Canada DSB</p>	Ottawa	February 17-18	<p><b><u>Courtyard Marriott:</u></b>  350 Dalhousie Street  Ottawa, Ontario  K1N 7E9  Tel. (613) 241-1000  Toll Free 1-800-341-2210  Fax: (613) 241-4804</p>
<p><b><u>French Language Region</u></b>  CSD catholique Centre-Sud  CSD catholique de l'Est ontarien  CSD catholique des Aurores-Boréales  CSD catholique des Grandes Rivières  CSD catholique du Centre-Est*  CSD catholique du Nouvel-Ontario  CSD catholique Franco-Nord  CSD des écoles catholique Sud-Ouest  CSD des écoles publiques  CSD du Centre Sud-Ouest  CSD du Grand Nord de l'Ontario  CSD du Nord Est de l'Ontario</p>	Toronto	February 7-8	<p><b><u>Airport Holiday Inn:</u></b>  Toronto International Airport  970 Dixon Road  Toronto, Ontario  M9W 1J9  Tel. (416) 675-7611  Toll Free: 1-877-660-8550  Fax: (416) 675-9162</p>

<p><b><u>Greater Northern Region</u></b>  Keewatin-Patricia DSB  Kenora Catholic DSB  Lakehead DSB  Northwest Catholic DSB  Rainy River DSB  Superior North Catholic DSB  Superior-Greenstone DSB  Thunder Bay Catholic DSB*</p>	<p>Thunder Bay</p>	<p>February 15-16</p>	<p><b><u>Valhalla Inn:</u></b>  1 Valhalla Inn Road  Thunder Bay, Ontario,  P7E 6J1  Tel. (807) 577-1121  Toll Free: 1-800-964-1121  Fax: (807) 475-4723</p>
<p><b><u>North Eastern Region</u></b>  Bluewater DSB  Bruce-Grey Catholic DSB  Durham Catholic DSB  Durham DSB  Kawartha Pine Ridge DSB  Peterborough Victoria  Northumberland and Clarington  DSB  Simcoe County DSB*  Simcoe Muskoka Catholic DSB  Trillium Lakelands DSB</p>	<p>Barrie</p>	<p>January 17-18</p>	<p><b><u>Holiday Inn:</u></b>  20 Fairview Road  Barrie, Ontario  L4N 4P3  Tel. (705) 728-6191  Toll Free: 1-877-728-6191  Fax: (705) 728-1718</p>
<p><b><u>South Western Region</u></b>  DSB of Niagara  Halton Catholic DSB  Halton DSB  Hamilton-Wentworth Catholic  DSB  Hamilton-Wentworth DSB  Niagara Catholic DSB  Upper Grand DSB  Waterloo Catholic DSB  Waterloo Region DSB*  Wellington Catholic DSB</p>	<p>Hamilton</p>	<p>Jan 31-Feb 1</p>	<p><b><u>Courtyard Marriott:</u></b>  1224 Upper James Street  Hamilton, Ontario  L9C3B1  Tel. (905) 383-7772  Toll Free: 1-888-236-2427  Fax: (905) 383-7895</p>

<p><b><u>Southern Region</u></b>  Avon Maitland DSB  Brant Haldimand Norfolk Catholic DSB  Grand Erie DSB  Greater Essex County DSB  Huron-Perth Catholic DSB  Lambton Kent DSB  London Catholic DSB  St. Clair Catholic DSB  Thames Valley DSB*  Windsor-Essex Catholic DSB</p>	<p>London</p>	<p>February 3-4</p>	<p><b><u>Four Points by Sheraton:</u></b>  1150 Wellington Road  South  London, Ontario  N6E1M3  Tel. (519) 681-0600  Toll Free: 1-800-368-7764  Fax: (519) 681-8222</p>
<p><b><u>Northern Region</u></b>  Algoma DSB  DSB Ontario North East  Huron-Superior Catholic DSB  Near North DSB  Nipissing-Parry Sound Catholic DSB  Northeastern Catholic DSB  Rainbow DSB  Sudbury Catholic DSB*</p>	<p>Sudbury</p>	<p>February 22-23</p>	<p><b><u>Holiday Inn:</u></b>  1696 Regent Street  Sudbury, Ontario  P3E 3Z8  Tel. (705) 522-3000  Toll Free: 1-877-660-8550  Fax: (705) 522-8067</p>

\* Indicates the Host Board DSB for each region