



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Monday, October 24, 2022 – 6:00 p.m.
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna
K. Fallis B. Foley
J. Gobeil D. Kejick
L. Letain (by phone) J. Murray
L. Ross

Also Present: D. Labossiere
M. Gustafson
S. Gilleshammer
J. Zilkey

1. COMMITTEE ITEMS

A. **Presentation of the 2021-2022 Financial Audit – BDO Canada LLP**

Trustee Ross welcomed Mr. Todd Birkhan, the Division Auditor, from BDO Canada LLP, to the meeting. Mr. Birkhan began his presentation by saying that there were no issues or misstatements with the audit, which indicates that the information provided to Trustees to make decisions throughout the year were correct.

Mr. Birkhan then reviewed the Final Audit Report addressed to the Board of Trustees, explaining the process involved in undertaking the audit. Mr. Birkhan spoke about the responsibilities of the auditor under the PSAB rules; reviewed the audit approach, the status of the audit, materiality used, audit findings, oversight process regarding fraud detection, internal control matters and other required communications. Mr. Birkhan answered Trustee questions.

The Committee agreed to move forward with the recommendation regarding acceptance of the Auditor's Report and the audited financial statements. Trustee Ross thanked Mr. Birkhan for attending and presenting the Financial Audit information to the Committee.

Recommendation:

That the Auditor's Report and Financial Statements for the twelve-month fiscal period ended June 30, 2022 be are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.

B. **Financial Statements**

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the 2021-2022 Operating Fund – Schedule of Revenue, Expenses and Accumulated Surplus document, highlighting variances to budget and to the prior year.

The Secretary-Treasurer reviewed the Variance Summary Report. After transfers to Capital, the Net Current Year Surplus for 2021-2022 is \$2,243,628. Mr. Labossiere answered Trustee questions.

Review Monthly Reports (July, August and September)

The Reports for the months of July, August and September were provided for information.

Mr. Labossiere reviewed the Revenue and Expense Report Comparative Summary for the month of September and answered Trustee questions.

The reports were accepted as circulated

C. Sub-Committee Reports

- Workplace Safety and Health – October 19, 2022 - Reviewed by Mr. Jon Zilkey, Assistant Superintendent

2. OPERATIONS INFORMATION

A. The Secretary-Treasurer provided information on the following:

Capital Projects:

- i. Waverly Park School – Heat Exchanger Replacement

Respectfully submitted,

K. Fallis