



Excellence in Education

## MEMORANDUM

**Date:** 14 June 2011  
**To:** Board of Trustees  
**From:** Trustee Gilchrist – Chair, Audit Committee  
**Subject:** **Audit Committee Meeting Minutes of 03 May 2011**

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### **Recommendation**

That the Board of Trustees receives as information the Minutes of the 03 May 2011 Audit Committee Meeting as presented at the Regular Board Meeting of 14 June 2011.

CJ:jlf



**MINUTES OF THE AUDIT COMMITTEE MEETING HELD AT THE  
PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN  
STONY PLAIN, ALBERTA ON 03 May 2011**

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**ATTENDANCE:**

Richard Gilchrist, Board Chair  
Dorcas Kilduff, Trustee  
Ron Heinrichs, Trustee  
Claire Jonsson, Associate Superintendent  
Ryan Stierman, Manager, Business & Finance  
Jo-Ann Fowlie, Recording Secretary

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**CALL TO ORDER**

The meeting was called to order at 4:00 p.m.

**ACTION ITEMS**

**2.1 AUDITOR APPOINTMENT**

Ryan Stierman explained the Request for Proposal process and the criteria required in selecting an auditor. In reviewing all the criteria, administration recommends PricewaterhouseCoopers LLP be appointed as auditor for 2010-2011, 2011-2012 and 2012-2013. A recommendation from the Audit Committee will be brought forward at the 03 May 2011 Regular Board meeting for approval.

**2.2 BUDGET ASSUMPTIONS**

Claire Jonsson referred the committee to the assumptions contained in the 03 May 2011 Regular Board meeting agenda. Discussion ensued. A presentation will be given at the Board meeting.

**2.3 BOARD POLICY 8 – ARTICLE 6**

Richard Gilchrist noted that the Audit Committee met on 01 March 2011 and there was considerable discussion on the format/guidelines of Policy 8, Article 6 - Audit Committee. A draft proposal was created with amendments/recommendations. The Committee recommends that the draft proposal be presented to the Board of Trustees for approval at the 14 June 2011 Regular Board meeting.

**ITEMS FOR FUTURE AGENDA**

- Audit Planning and Review

**ADJOURNMENT**

The meeting was adjourned at 5:05 p.m.

*The next Audit Committee Meeting will be set in August.*