

## **Audit Committee Meeting Minutes**

**Thursday, April 27<sup>th</sup>, 2018, 5:30 p.m. – 7:00 p.m.**

### **National Office - Boardroom 1944**

**100 Queen Street, 4th floor, Ottawa, Ontario**

**PRESENT:** Greg Phillips (CAPE President); Sami Rehman (Chair), Eric Robard, Deborah Therien; Patrick Warner; Alexander Butler (via telephone).

#### **1. Welcome and Introductions**

- Sami welcomed the participants and the new member Alex Butler.
- Greg Phillips introduced himself and indicated his support for the Audit Committee. Greg mentioned that NEC has approved a new Audit Committee member. A formal invitation letter will be sent soon.
- Greg left the meeting soon after the introductions.

#### **2. Review of Audit Planning Letter**

The participants reviewed the Audit Planning letter and provided their comments.

- It was felt by the participants that the letter is a standard document sent by the auditors to initiate the process.
- It was noted by the Chair that the scope of the audit is to assess the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole; and examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.
- It was also noted that the Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.

### **3. Review of Internal Control Questionnaire**

- The participants reviewed the questionnaire and identified some gaps in CAPE policies and procedures to oversee management actions.
- It was agreed that Deborah will review the questionnaire and will draft a response to each question for the review of the audit committee before submitting it to the auditor.

### **4. Audit Process for 2017/18 Audit**

- It was decided that the CAPE audit will start on June 11<sup>th</sup>, 2018. Deborah indicated that all paperwork will be ready before the initiation of the audit.
- The Audit Report will be completed by the end of July for NEC approval before the CAPE AGM in November, 2018.

### **5. Roundtable**

- The next meeting will be held on June 5<sup>th</sup>, 2018
- Basic training should be provided to all AC members. Deborah will follow-up on the details.