

## **Region of Queens Municipality – Audit and Internal Control Committee**

**Monday, August 18<sup>th</sup>, 2025 – 5:00 PM**

### **Minutes**

Present:

Joanne Veinotte, Director of Finance

Willa Thorpe, Chief Administrative Officer

Scott Christian, Mayor

Heidi Mossman, Manager of Finance

Councillor Stewart Jenkins, Chair

Councillor Courtney Wentzell

Bill Rafuse

Rob Perry

Kate Wong, Recording Secretary

Gloria Banks, Principal Doane Grant Thorton

Victoria Ells, Senior Manager Doane Grant Thorton

Regrets:

Kendall Farmer

Loris Azzano

### **1.0 Call to Order and Land Acknowledgement**

The meeting was called to order by Councillor

Jenkins at 5:02 p.m.

## **2.0 Approval of Agenda**

**Motioned by Councillor Jenkins and seconded by Rob Perry:**

**THAT** the Audit and Internal Control Committee approve the August 18<sup>th</sup>, 2025 agenda as presented.

**MOTION CARRIED.**

## **3.0 Introduction of Gloria Banks and Victoria Ells - Doane Grant Thornton**

## **4.0 Presentation of Consolidated Financial Statements – Doane Grant Thornton**

High Level Comments from Doane Grant Thornton from Gloria Banks:

The consolidated financial statements were reviewed. It was discussed that cash and investments increased slightly to \$48 million, reflecting a strong position. Tax receivables were noted to be well within acceptable ranges, with collections managed effectively. Accounts payable rose due to ongoing capital projects, while deferred revenue remains high, largely from the Mount Pleasant and pool projects.

It was discussed that the municipality maintains a strong net financial asset position, supported by responsible fiscal planning and partnerships with other levels of government. Non-financial assets were reviewed, with over \$3 million in capital purchases offset by amortization, as well as significant projects underway, including the pool, HVAC upgrades, and library improvements.

Accumulated surplus was reported at \$78

million, though most of this is invested in infrastructure rather than available cash.

The statement of operations showed a \$3.09 million surplus, down slightly from the prior year but still healthy. Revenues increased to \$29.26 million, up \$830,000 from the previous year. Expenditures also increased, as expected, due to repairs, maintenance, and salaries. Overall, it was noted that the municipality continues to generate sufficient surpluses to meet obligations.

The statement of cash flows was reviewed, showing a net outflow of \$7.4 million compared to a large inflow in the prior year, reflecting spending of previously received project funding. This was considered consistent with expectations and part of the ongoing capital plan.

It was discussed that consolidated financial statements differ from the detailed statements typically reviewed by Council, as internal transfers are eliminated and the purpose is to provide an overall financial picture.

### **5.0 Presentation of Management Letter – Doane Grant Thorton**

The Management Letter was presented. The audit was noted to be substantially complete, with only minor outstanding items including the signed management letter, Council's approval of the statements, subsequent event procedures, and final legal confirmations. No subsequent events were reported. The auditors confirmed the audit strategy had been executed successfully.

Risk assessment was discussed, with fraud risk being reviewed. It was also noted that fraud risk is in nearly all audit assessments. No findings to report from journal entry testing, and no findings that resulted in adjustments to financial statements.

The internal control letter did not show any significant findings to report. There was an advisory comment on the lack of Human Resources documents, and SAP module access.

#### **6.0 Committee discussion with Auditors**

*Staff left the meeting at 5:38pm for the Audit Committee members to be able to ask confidential questions. 5:54 Staff members came back on camera*

#### **Moved by Councillor Jenkins, seconded by Bill Rafuse**

**THAT** the Audit and Internal Control Committee of Region of Queens Municipality recommend the audited financial statements of the 2024-2025 fiscal year as presented for adoption by the Council of the Region of Queens Municipality

#### **7.0 Review of Management Letter**

No items to review.

#### **MOTION CARRIED**

#### **8.0 Adjournment**

Meeting was adjourned at 5:38pm