



## SECTION 1 – BOARD GOVERNANCE

### THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT 68 (NANAIMO-LADYSMITH)

#### PRO-FORMA BYLAW AUDIT COMMITTEE AMENDED BYLAW NO. 3-2002A

A Bylaw to provide for the establishment of an Audit Committee of the Board of School Trustees of School District 68 (Nanaimo-Ladysmith).

#### **Preamble:**

Whereas under Section C of Procedure No. 1001 it is established that the Board of School Trustees operates on a three-committee system; and,

Whereas the external auditors of the School District have recommended, in their management letter associated with their audit of the accounts of the District for the year ended June 30, 2002, the establishment of an audit committee; and,

Whereas the Board of School Trustees passed a motion at the regular Board meeting of December 18, 2002 that called for the establishment of an Audit Committee of the Board to be comprised of four voting members of the Board;

**Therefore, the Board of School Trustees of School District 68 (Nanaimo-Ladysmith), in an open meeting, enacts as follows:**

#### **1. Definitions**

The terms used in this bylaw, where applicable, will have the meaning assigned by the *School Act*.

“Board” means the Board of School Trustees of School District No. 68 (Nanaimo-Ladysmith).

“District” means School District No. 68 (Nanaimo-Ladysmith).

“External auditors” means the firm of Chartered Accountants that has been engaged by the District, by tender, to conduct the annual audit of the accounts of the District..

“Generally Accepted Accounting Principles” means those accounting principles and practices relating to not-for-profit organizations as defined and published by the Canadian Institute of Chartered Accountants in its Handbook of Accounting Recommendations but modified by the Ministry of Education of the Province of British Columbia for application to school districts.

#### **2. Scope of Committee**

An Audit Committee of the Board of School Trustees of School District 68 is hereby established as one of the standing committees of the Board and is charged with the following mandate:

- To meet to discuss matters of financial statement policies and presentation with staff and the District’s external auditors;
- To meet to discuss matters of internal control that will safeguard the assets of the District;
- To recommend, after discussion with staff and the District’s external auditors, to the Board of School Trustees changes to existing financial policies or the establishment of new financial policies;
- To ensure the District is reporting the results of its financial activities in strict accordance with the Generally Accepted Accounting Principles mandated by the Minister of Education for the Province of British Columbia.

**3. Structure of Committee**

The Audit Committee of the Board shall be comprised of three voting members of the Board, appointed by the Board Chair, one of whom will be elected Chairperson by the other three.

The Audit Committee shall also have as one if its members, the Secretary-Treasurer of the District and any other staff members that the committee so desires from time to time.

The Chairperson of the Audit Committee shall be elected annually.

**4. Title**

This bylaw may be cited as “School District 68 (Nanaimo-Ladysmith) Audit Committee Amended Bylaw No. 3-2002A”.

G. Montgomery  
Chairperson of the Board

J. David Green  
Secretary-Treasurer

**Legal References:**

**Monitoring Method:**

**Monitoring Frequency:**

**Adopted:**

*Adopted 2003.01.29 Amended 2003.09.24; 2012.12.10*