



MINUTES
BOYLE STREET EDUCATION CENTRE
ANNUAL GENERAL MEETING

November 22, 2018

10312 – 105 Street
Edmonton AB T5J 1E6

CALL TO ORDER: Board Chair Karen Erickson called the meeting to order at 5:29 PM.

PRESENT: Karen Erickson, Cheyenne Workman, Marvin Foulkes, Dallas Cardinal and Danielle Powder.

STAFF: Mavis Averill, Bill Potvin, Scott Meunier, Huiy Tang and Sharan Sandhu.

GUEST: Michael Epp – Metrix Group LLP

LEAVE OF ABSENCE:

Board Chair Karen Erickson declared the meeting open and declared that there is a quorum present.

ADOPTION OF AGENDA:

Motion# 17-18/034 Moved by Marvin Foulkes and seconded by Dallas Cardinal that the agenda be approved as presented. **MOTION CARRIED**

APPROVAL OF MINUTES:

Motion# 17-18/035 Moved by Cheyenne Workman and seconded by Danielle Powder that the minutes of the Annual General Meeting held on November 23, 2017 be approved as distributed.

MOTION CARRIED

REPORTS: Auditor's Report
Motion# 17-18/36

Michael Epp from Metrix Group LLP presented the Audited Financial Statement for the year ending August 31, 2018 for Board approval to submit to Alberta Education. Moved by Marvin Foulkes and seconded by Cheyenne Workman that the Audited Financial Statement for the year ending August 31, 2018 shall be received as presented and submitted to Alberta Education. Copy of Audit Findings letter from Auditor is attached. The discrepancy regarding support staff salaries shall be discussed in the regular meeting.

MOTION CARRIED

Board Chair's Report: (For Information purposes only)

Board Chair Karen Erickson presented her report for the year 2017-18.

ELECTION OF DIRECTORS:
Motion# 17-18/37

Board Chair Karen Erickson called for the motion to elect the Directors for the academic year 2017-2018. Moved by Danielle Powder and seconded by Marvin Foulkes that Karen Erickson, Marvin Foulkes, Cheyenne Workman, Danielle Powder and Dallas Cardinal be elected as Directors of the Boyle Street Education Centre for the year 2018-2019.

MOTION CARRIED



ADJOURNMENT:

Having no further business to come before the Board, the meeting was adjourned by the Chair Karen Erickson at 6:38 pm.

CHAIRPERSON

SECRETARY-TREASURER

November 22, 2018

Boyle Street Education Centre
10312 – 105 Street
Edmonton, Alberta
T5J 1E6

Attention: Board of Directors

Dear Board Members:

RE: 2018 AUDIT FINDINGS LETTER

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to the Board of Directors (the “Board”). Additionally, during the course of our audit we identified matters that may be of interest to management.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of the Board and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

AUDITOR RESPONSIBILITIES

It is important for the Board to understand the responsibilities that rest with the Boyle Street Education Centre (the “Centre”) and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Centre’s financial statements was performed in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly, in all material respects, the financial position, results of operations and fund balances, cash flows, and premeasurement gains and losses of the Centre in accordance with Canadian public-sector accounting standards.

Accordingly, we planned and performed our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

The audit included consideration of internal control relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

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Canadian Auditing Standards does not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to the Board. Accordingly, our audit would not necessarily identify all such matters that may be of interest to the Board and management and it is inappropriate to conclude that no such matters exist.

MANAGEMENT RESPONSIBILITIES

Management is responsible for the preparation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDIT APPROACH

In gathering our audit evidence, we utilized a combined approach to the audit of the Centre. A combined approach is more appropriate when an entity has proper segregation of duties and adequate internal controls. In utilizing a combined approach we obtained our assurance from a combination of substantive procedures (analysis of data and obtaining direct evidence as to the validity of the items such as third party confirmation) and tests of internal controls. By obtaining some of our assurance through tests of controls, we can reduce the substantive procedures that are required.

MATERIALITY

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

The auditors' determination of materiality is a matter of professional judgment, and is affected by the auditor's perception of the financial information needs of users of the financial statements. In planning our audit, we have concluded that a materiality level of 2% of revenue is appropriate.

However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

SIGNIFICANT FINDINGS FROM THE AUDIT

Our objective is to communicate appropriately to the Board deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to be reported to the Board.

Significant Deficiencies in Internal Control

Our audit procedures did not reveal any significant deficiencies in internal control.

Significant Qualitative Aspects of Accounting Practices

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Centre. The application of those policies often involves significant estimates and judgments by management.

We are of the opinion that the significant accounting policies, estimates and judgments made by management, and financial disclosures do not materially misstate the financial statements taken as a whole.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of the Board.

Uncorrected Misstatements

There were no uncorrected misstatements aggregated by our Firm for the year ended August 31, 2018.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

OTHER MATTERS

During our yearend audit, we noted that one non-certified staff member received a 22% pay raise in January 2018. The new pay rate was applied retroactively from September 1, 2017. Per November 12, 2017 email sent by the Deputy Minister of Education, it directed all departments and agencies to maintain non-bargaining staff compensation at current levels until September 30, 2019.

AUDITOR INDEPENDENCE

We have been engaged to audit the financial statements of the Centre for the year ending August 31, 2018.

We believe it is important to communicate, at least annually, with you regarding all relationships between the Centre and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

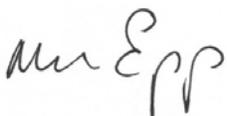
We have prepared the following comments to facilitate our discussion with you regarding independence matters.

We are not aware of any relationships between the Centre and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from September 1, 2017 to November 22, 2018.

We appreciated the assistance provided by Mr. Sharan Sandhu during the audit and wish to thank the Centre for the opportunity to provide audit services.

Yours very truly,

METRIX GROUP LLP



Michael H. Epp, CA, CMA
Partner

MHE/law