encompass
Community. Safety. Agency.

Audit Committee Meeting Minutes
May 28, 2025
Teams Meeting 12:00 PM

Committee Attendance: Christine Moore, Marissa Tordoff, Erika Rebus
Guests: Heather Murk, Ameen Deeb
Management: DeAnn Hunter, Clarissa Robinson, Chandon Griffin

1. **Welcome/Land Acknowledgement**
   The meeting was opened by Christine with a welcome at 12:02pm.

2. **Approval of Agenda**
   The agenda was reviewed with no adjustments required and was unanimously approved.

3. **Approval of Minutes – March 5, 2025**
   The minutes from the March 5, 2025 were reviewed with no adjustments required and were unanimously approved.

4. **Report to the Audit Committee - Audit Results (attach.)**

   The auditors presented their findings, commending the excellent work of Clarissa, Jennifer, and Kerry in ensuring a smooth audit process. The audit revealed no concerns or adjustments, with all outstanding items being date-dependent on the board meeting.

   Key focus areas, including revenue, deferred revenue, and journal entries, showed no issues, and internal controls were deemed effective with strong checks and balances in place. A routine cybersecurity reminder was provided, with no specific risks identified.

   No significant technical updates were noted, and the auditor's report remains consistent with previous years. The representation letter will be finalized following board approval.

   a. **2025 Financial Statements (attach.)**

   The 2025 Financial Statements show stability, with no significant changes from the previous year. Revenue, expenses, and cash flow remain consistent, and all accounting policies are unchanged. Key updates include a name change reflected in the statements, new GIC disclosures, and restricted gaming-related cash. Deferred contributions totaled $2.2 million, and no amounts were drawn from the demand facility. Minor reclassifications were made, with no concerns noted in capital assets or internal restrictions. The statements demonstrate the organization's continued financial health and transparency.

b. **Audit Committee Decision Record – Approval of 2025 Financial Statements (attach.)**

The Audit Committee recommends that the board approves the 2025 audited financial statements, with further details provided in the attached documentation. Christine will bring forward this recommendation to the board.

The motion was moved by Marissa and Erika and was unanimously approved.

Marissa/Erika/Carried Unanimously

5. Committee Recruitment

Marissa agreed to serve on the Audit Committee for the remainder of this audit. Future membership on this committee (and other committees) will be discussed at the June 4 Board meeting in preparation for the Board year in September. General practice is to finalize committee membership by the AGM so the Board can commence its business in September with committees fully "staffed".

6. New business

No new business was brought forward.

7. Adjournment

The meeting was adjourned at 12:32 PM.