

Mr. Robert Rubin, Chairperson - Presiding

PRESENT: Mr. Galletta, Ms. Herlihy, Mrs. Kelland and Mr. Soma

ALSO PRESENT: Mrs. Crandall and Jennifer George (Vanacore et.al.)

There was no one from the public present.

Mr. Rubin called the meeting to order at 7:00 p.m.

CALL TO ORDER

Pledge of Allegiance

PLEDGE

Agenda Item 1: Internal Audit Conference

INTERNAL
AUDIT
CONFERENCE

Per Ms. George, the work will commence with a risk assessment. The firm will speak to many people, beyond the Business Office. Not a lot of testing of transactions will be done during the risk assessment as information will be conducted through interviews. A focus area will be chosen and testing will be done in this area. Additionally, policies will be reviewed and compared to practices. The firm will also make suggestions on efficiencies.

Areas of concentration – Mrs. Kelland asked that a review be done on waste and abuse as she has concerns from when she was teaching in schools several years ago. Mr. Rubin has concern regarding verification of fuel usage by District vehicles only and not personal vehicles. Mrs. Kelland added that Food Service may be an area where review could be done because it's losing money. Mrs. Crandall added that we know why this is occurring and had seen this coming and predicted this shortfall – declining enrollment. Mrs. Kelland contends that the firm could look at the current POS system and why children are allowed to buy snacks as this is an upsetting fact she has heard from parents. Also, the timing of lunch periods (i.e. 9:15 a.m.) and the fact that students may not be hungry for lunch at that time, and therefore, may throw food away. Mr. Rubin stated that he did not believe that that specific topic would be an item for

the audit firm to review.

Mr. Soma moved, seconded by Mrs. Kelland, to have Food Service be the focus area.

Vote taken. Unanimous approval.

Ms. Herlihy arrives at 7:20 p.m.

Agenda Item 2: Corrective Action Plan for External Audit

CORRECTIVE ACTION PLAN FOR EXTERNAL AUDIT

The plan was presented to the committee by Mrs. Crandall. The items had been discussed at the September meeting. The written version was prepared for the audit committee and the full Board of Education. Mrs. Crandall asked this if there were any questions they should be emailed to Mr. Rubin who would then forward to her.

Agenda Item 3 – Discussion on AUP Work

DISCUSSION ON AUP WORK

AUP (Agreed Upon Procedure) work was discussed based on information prepared by Mrs. Crandall for the September meeting. Mrs. Crandall stated that she received two responses to email suggesting that the Class of 2014 or the Class of 2015 be chosen.

Discussion ensued by the committee members.

Mr. Soma moved, seconded by Mrs. Kelland, to have the AUP performed for the Class of 2014.

Vote taken. Unanimous approval.

Agenda Item 4 - Approval of Minutes

APPROVAL OF MINUTES

Mr. Soma moved, seconded by Mr. Rubin, to accept the minutes of the September 16, 2014 meeting as stated.

Vote taken. Mrs. Kelland abstained. Mr. Rubin and Mr. Soma vote yes.

Minutes pass as stated.

Additions to the Agenda -

ADDITIONS TO AGENDA

Discussion of external audit RFP process for 2015-2016 school year. Mrs. Crandall will bring this document as a draft to the next meeting for review by the committee.

A brief discussion was held as to the process and the 5 year plan with the NYS Office of the State Comptroller.

Mrs. Kelland asked why the committee meets 4 times per year. Mrs. Crandall explained that this schedule met the needs of the District with regard to filing of internal and external audit reports as well as the AUP work to be completed.

Ms. Herlihy asked why the district requested a new audit firm when the same firm was retained for the external audit. Mrs. Crandall explained the reasoning, "two sets of eyes" looking at the District information.

Next meeting date is Tuesday, February 24, 2015 with a snow date of March 3, 2015.

Preliminary agenda items: internal risk assessment draft report, AUP class of 2014 draft report, external audit RFP for 2015-2016.

Adjournment

ADJOURNMENT

Mr. Soma moved, seconded by Mrs. Kelland, to adjourn the meeting.

Vote taken. Unanimous approval. Time is 7:47 p.m.

Respectfully Submitted,

Kristen Crandall
School Business Manager