

Audit Committee Minutes

January 8, 2024

5:30 p.m.

Wappingers Jr HS - Room 105

John S. Morgan, Chairperson - Presiding

PRESENT: Mr. Morgan, Ms. Johnson, Mr. Odums (arrived 5:44 p.m.), Mr. Lumia, Christine Silva

ALSO PRESENT: Ms. Dainty, Ms. Pedro, and Jennifer George, RBT CPA LLP

ABSENT: Tina Sackett

Chairman Morgan called the meeting to order at 5:38 p.m.	CALL TO ORDER
1.) Motion to approve the Audit Committee minutes from the November 2023 meeting. Motion by Marie Johnson, second by John Lumia Yes: M. Johnson, M. Morgan, J. Lumia, C. Silva Motion passed.	APPROVAL OF MINUTES
2.) The Audit Committee reviewed the items that had recommendations in the Draft 2023-2024 Internal Risk Assessment conducted by RBT. Assistant Superintendent Dainty indicated that a draft Corrective Action Plan will be shared with the Audit Committee by the end of the week. Both the Report and the Corrective Action Plan will be provided to the full Board at the 1/22/24 Board meeting. Below are the findings, as explained by the Auditor: <u>Strategic Planning, Budget Development and Budget Administration (page 4)</u> - Budget transfers over \$20,000 need Board approval prior to being posted to the code. Assistant Superintendent Dainty indicated that she will review board policy. There may be an issue if the transfer is delayed. This finding is an operational issue. This matter was discussed with the Office of the State Comptroller and there was no citation. Mr. Odums arrived at 5:44 p.m.	2023-2024 INTERNAL RISK ASSESSMENT

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There may be sample policies to model. The concern is that there may be a timing issue for accounting purposes in order to process payments.

Financial Accounting and Reporting (page 5) - A date should be added by the preparer of the bank reconciliations. Assistant Superintendent Dainty noted that this will begin in December.

Accounts Payable and Cash Disbursements (page 9) - There are a lot of manual forms, which creates a greater opportunity for error. The District continues to work on creating automated templates. The challenge is that not all employees have access to computers. There are issues with employees who are not able to use the biometric time clocks due to having faint fingerprints, as well as issues with employees sharing pass codes to log in and out of the time clocks. It may be possible to add forms to SchoolFront, which is the new software. The online registration process is currently being tested.

Payroll and Personnel (page 10) - It was recommended that the District move to electronic timesheets. Some staff are using the biometric time clock; however, it is not a negotiated item with WCT, WTAA, STEPS, nor individual contract employees. In addition, there are new employees who are not able to upload a VOID check into the system and need assistance. The Office of Human Resources archives personnel files electronically. It was recommended that missing documents be added to the files as noted.

Food Service (page 14) - There are multiple contingency plans when Food Service cooks are out. There is difficulty with the retention of staff. There are constraints, such as salary, that impact the hiring and retention of employees.

Extraclassroom Activity Funds (page 15) - There are four Central Treasurers and each one does the bank reconciliation process differently. It was recommended that the District develop a uniform process. All four Central Treasurers are now downloading their bank statements directly from the bank website to do their reconciliations.

Other Considerations - Requests for Proposals (page 16) - No recommendations were noted in this area. The Office of the State Comptroller had identified a violation of the purchasing policy that RFPs

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<p>were not sent for certain services. The District corrected this practice and now records RFP that are issued on a spreadsheet. The RFP spreadsheet is routinely reviewed by the Audit Committee.</p> <p>RBT was onsite at the District Office 3.5 days with two people conducting interviews of about 25 staff members.</p>	
<p>3.) Motion to approve the Audit Committee minutes from the September and November 2021 meetings. Motion by Marie Johnson, seconded by John Lumia Yes: M. Johnson, K. Odums, M. Morgan, J. Lumia, C. Silva Motion passed.</p>	<p>APPROVAL OF MINUTES</p>
<p>4.) The RFP for the Internal Audit was done last year and the RFP for the Actuary was done in June 2023. Every three years, the District goes out for RFP for the External Auditor. The RFP for the External Audit for the 2024-25 school year is going out now and the committee will review the rubric at the June 2024 Audit Committee Meeting.</p>	<p>RFP FOR EXTERNAL AUDIT</p>
<p>5.) The committee reviewed the log for receipt of financials and reports. Everything is up to date.</p>	<p>REVIEW TRACKING SPREADSHEET</p>
<p>6.) Adjournment</p>	<p>ADJOURNMENT</p>
<p>The next meeting date is June 3rd at the RCK Library.</p> <p>Next Steps: Assistant Superintendent Dainty will send the committee members a draft Corrective Action Plan before the next Board of Education meeting requesting to submit the CAP to the Board on the 1/22/24 meeting.</p> <p>Motion to forward the Internal Risk Assessment to the Board of Education on January 22, 2024. Motion made by Marie Johnson, second by Keith Odums Vote: Motion Carried</p>	

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Yes: John S. Morgan, Marie Johnson, Keith Odums, John Lumia, Christine Silva.	
Motion to adjourn the meeting made by John Lumia, second by Marie Johnson. Vote: Motion Carried Yes: John S. Morgan, Marie Johnson, Keith Odums, John Lumia, Christine Silva. The Audit Committee adjourned the meeting at 6:22 p.m.	

Respectfully Submitted,

Alberta Pedro
District Clerk