

Audit Committee Minutes

November 16, 2020

Remote via Zoom w/Live Stream

Marie Johnson, Chairperson - Presiding

**DRAFT**

PRESENT: Ms. Johnson, Mr. Odums, Mr. Rubin, Mr. Lumia, Christine Silva

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

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Chairman Johnson called the meeting to order at 5:34 p.m.	CALL TO ORDER
1.) Motion to approve the Audit Committee minutes from the September 24, 2020 meeting. Motion by John Lumia, seconded by Rob Rubin Yes: M. Johnson, K. Odums, R. Rubin, J. Lumia, C. Silva Motion passed. Unanimous.	APPROVAL OF MINUTES
2.) Entrance Interview for the Internal Risk Assessment with Jennifer George from RBT.	ENTRANCE INTERVIEW FOR INTERNAL RISK ASSESSMENT
<p>The internal risk assessment audit is required by State regulations, as part of the original 5 Point Plan. The auditors for the internal risk assessment will look at what happens behind the scenes. The process will include interviews with staff and Board members. A lot of the interviews will be conducted via Zoom this year. RBT will also schedule some onsite visits to review files.</p> <p>The following Internal Risk Assessment areas were reviewed in past years:</p> <ul style="list-style-type: none"><li>● the school lunch fund unpaid balances (2019-20).</li><li>● facility usage (2018-19)</li></ul>	

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<ul style="list-style-type: none"><li>● Student IEPs (2017-18)</li><li>● copy paper usage and textbooks (2016-17)</li><li>● transportation (2015-16).</li></ul> <p>Audit Committee members will submit an area of interest to Ms. Crandall no later than Friday at noon in order to get it to Jennifer at RBT.</p> <p>If there are no areas of concern, then RBT will continue with their risk assessment as planned. At the next Audit Committee meeting, RBT will provide a draft report of recommendations and findings. Ms. Crandall will provide a draft Corrective Action Plan to address those findings.</p> <p>RBT was excused from the meeting at 5:40 p.m.</p>	
<p>Agreed Upon Procedures topics in the past have included:</p> <ul style="list-style-type: none"><li>● Travel /conferences</li><li>● FOIL/FERPA process</li><li>● Field trips</li><li>● Yearbooks</li><li>● Secondary drama clubs</li></ul> <p>Ms. Crandall would not recommend a review of extracurricular activities this year. As a result of COVID-19 in March 2020, many of the clubs weren't able to finalize their books due to the abrupt change to remote learning and school closure. The work for the Agreed Upon Procedure review (AUP) is not included in the base fee. It is a \$3,500 additional cost. The Audit Committee is not required to initiate an AUP every year. It is an extra level of review. It is believed that this work is under the purview of the Audit Committee. It was part of the RFP which was approved by the Board of Education. Ms. Crandall will seek confirmation that the AUP work is optional and would not require board approval to bypass the AUP this year.</p> <p>The request for an AUP occurred back in 2010 when there were concerns with regard to a specific high school drama club. There were questions about money, how the club was being led, how plays were being selected and was the club truly student led. This led to review of all the</p>	

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<p>extracurricular clubs. The audit resulted in findings and the identified issues were resolved.</p> <p>There was a consensus of the Audit Committee to not submit any items to review of Agreed Upon Procedures (AUP) for this year.</p>	
<p>5.) The committee reviewed the log for receipt of financials and reports. On Dec. 7 the Board will receive Oct. financial statements and on Dec. 21 they will receive Nov. financial statements.</p>	<p>REVIEW BOARD REPORT SPREADSHEET</p>
<p>The next meeting date is scheduled for January 25 at 5:30 p.m.</p>	<p>NEXT MEETING DATE</p>
<p>The agenda for the January meeting will include: 1.) Discuss the Draft Internal Risk Assessment and Corrective Action Plan; 2.) Review Board Report Spreadsheet. APPROVE MINUTES FROM 11/16 too</p>	<p>NEXT MEETING AGENDA</p>
<p>7.) Adjournment</p>	<p>ADJOURNMENT</p>
<p>Motion to adjourn made by John Lumia, seconded by Keith Odums. Yes: M. Johnson, K. Odums, R. Rubin, J. Lumia, C. Silva Motion passed. Unanimous.</p> <p>The Audit Committee adjourned the meeting at 5:52 p.m.</p>	

Respectfully Submitted,  
 Alberta Pedro  
 District Clerk