

Audit Committee Minutes

November 18, 2019

Wappingers Junior HS room 105

Marie Johnson, Chairperson - Presiding

DRAFT

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

ABSENT: Mr. Rubin

ALSO PRESENT: Ms. Crandall, Ms. Pedro, and Wyoma Swaczkopff and Jennifer George, RBT CPA LLP, Sandra Strack (arrived 6:05 p.m.)

There was no one from the public present.

Chairman Johnson called the meeting to order at 5:37 p.m.	CALL TO ORDER
1.) Oath of Office	OATH OF OFFICE
The District Clerk administered the Oath of Office to new community member, Christine Silva.	
2.) Motion to approve the Audit Committee minutes from the September 17, 2019 meeting. Motion by Keith Odums, seconded by John Lumia Yes: M. Johnson, K. Odums, J. Lumia, C. Silva Motion passed. Unanimous.	APPROVAL OF MINUTES
3.) Entrance Interview for the Internal Risk Assessment with Wyoma and Jennifer George from RBT.	ENTRANCE INTERVIEW FOR INTERNAL RISK ASSESSMENT

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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. There will be three members of the team who will visit the district next week over 4 days. There are 16 areas to review. They will talk to people involved in the process and then ask for documents and look to see if they are actually doing what is indicated by the district. They are looking for risk areas, reviewing the existing internal controls and make recommendations. It is a bird's eye view based on interviews.

Sample risk areas include: travel and conferences, payroll clerks who handle their own payroll; logging of fixed assets which needs to be up to date. Discussed continuity of tasks by employees which is also reviewed. Through discussions the District has found ways to reduce risk. A report will be provided around the 16 areas with recommendations. Ms. Crandall will write a corrective action plan to address the recommendations. Any egregious findings would go directly to the Audit Committee.

The Committee discussed possible areas for additional review. Past areas of review include textbooks, copy paper usage, and facility usage billing. Ms. Crandall will share the back page of the report with the committee members so they can see a ranking of focus areas.

The Committee discussed the process of submitting paperwork for the student extracurricular clubs. Pamphlet 2 requires basic reporting and the need for triplicate forms as it provides the students with the opportunity to learn how to run a business.

Last year it was recommended to review the area of food service. Robo calls are made when student lunch balances runs over. The Principal also sends families a letter. When the law changed and Food Shaming was implemented, all students have access to the same lunch (reimbursable meal). The Committee agreed to look at Food Service outstanding balances.

RBT was excused from the meeting at 6:03 p.m.

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<p>4.) The current three year contract with RBT ends in the 2019-20 school year. This is a Request for Proposal (RFP) for the 2020-2021 school year and renewable for two additional years. RBT has been with the District for 6 years but they have changed the person who comes to the District to review for the firm. Ms. Crandall provided the committee members with a copy of the proposed RFP to review and to email concerns by next Tuesday. The plan is to send out the RFP in early December and request responses back in January. A rubric of the firms who respond will be provided to the Audit Committee in January with the proposals. The Audit Committee will review the proposals and make a recommendation to the full Board, with an appointment by the Board anticipated in Feb. 2020. Interviews may be conducted by the Audit Committee. This information is needed for the budget preparation.</p>	
<p>5.) The committee reviewed the log for receipt of financials and reports.</p>	<p>REVIEW BOARD REPORT SPREADSHEET</p>
<p>The committee felt it was helpful to ensure that reports are being provided in a timely manner to the Board of Education.</p> <p>Ms. Crandall indicated that she will share a list of past areas of review for the Agreed Upon Procedures audit. This will be discussed at the next committee meeting.</p>	
<p>6.) Kristen Crandall and Alberta Pedro were excused from the meeting. The time is 6:15 p.m. The Committee met with the Internal Claims Auditor to discuss matters related to personnel.</p>	<p>INTERNAL CLAIMS AUDITOR</p>
<p>The next meeting date is scheduled for January 27 (snow date: 2/10/2020) at 5:30 p.m. at Wappingers Junior HS, Room 105.</p>	<p>NEXT MEETING DATE</p>

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The agenda for the January meeting will include: 1.) Discuss Agreed Upon Procedures area for the 19/20 school year; 2.) Discuss the Draft Internal Risk Assessment and Corrective Action Plan; 3.) Review Board Report Spreadsheet.	NEXT MEETING AGENDA
7.) Adjournment	ADJOURNMENT
The Audit Committee adjourned the meeting at 6:30 p.m.	

Respectfully Submitted,
Alberta Pedro
District Clerk