

Audit Committee Minutes

June 6, 2022

Marie Johnson, Chairperson - Presiding

PRESENT: Marie Johnson, John Lumia, Keith Odums (arrived 5:53 p.m.),
John S. Morgan, Dawn Raymond, Christine Silva

ALSO PRESENT: Ms. Crandall, Ms. Pedro, and Joe Heroux/Bonadio Group (via phone)

There was one member from the public present.

Chairperson Johnson called the meeting to order at 5:31 p.m.	CALL TO ORDER
1.) Minutes approved by a majority of the committee. Motion by Mr. Lumia, second by Dawn Raymond	APPROVAL OF MINUTES
2.) At the February 7, 2022 Board meeting, the Board of Education (BOE) approved the Internal Risk Assessment Report as prepared by RBT CPA's LLC and the corresponding corrective action plan (CAP) as prepared by the District. As required by NYS, the Internal Report, CAP and proof of BOE approval was filed timely on the New York State Education Department (NYSED) Business Portal in April 2022. On May 27, 2022 the District was informed that the submittal was invalid as the CAP did not include dates of implementation for the recommendations made during the fieldwork. As this is a new requirement (dates of implementation), Ms. Crandall revised the previously filed CAP, reviewed and discussed the revised CAP at the Audit Committee meeting on Monday 6/6/2022. There was no guidance issued by the State regarding the required to include dates of implementation in the CAP.	INTERNAL RISK ASSESSMENT CAP

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<p>Motion by John Lumia, second by Marie Johnson to recommend the revised Corrective Action Plan to the Board for approval at the 6/21 Board meeting. Unanimous.</p>	
<p>3.) Agreed Upon Procedures (AUP) Report - PAYROLL and Entrance Interview with Bonadio Group</p>	<p>EXTERNAL RISK AUDITOR</p>
<p>AUP work reviewed the Payroll process. A sample of 39 employees was taken to test for existing employees on the payroll. There were no “ghost” employees found. The district does take additional measures to ensure the accuracy of payroll. For example, the district conducts surprise visits to schools to verify payroll. They ask employees to present ID to pick up their direct deposit stubs. If an employee does not present ID, they can turn off their direct deposit so that the employee is forced to pick up a check.</p>	<p>AUDIT - PAYROLL</p>
<p>Bonadio Group reviewed the scope of services for the external audit (see a copy of the powerpoint). The Board’s responsibilities are reviewing the financial statements. The audit team will come during the week of July 25.. Page 16 of the powerpoint slides provided include contact information for Bonadio Group if there are any questions by members of the Audit Committee. The Audit Committee members have the right to go directly to the audit team. There were no prior year findings.</p> <p>A new development is the GASB 87 - leases. Bonadio Group has a dedicated team to help with the implementation of this new standard and they are working with the district to gather information on leases. A long-term lease is defined as a 12-month lease with a renewable term. Some examples include vehicles (lease to own), custodial and janitorial equipment, BOCES lease (5 year renewable) for computer equipment, and the 20 year Givens Lane Parking Lot lease.</p> <p>Joseph Heroux was excused.</p>	<p>ENTRANCE INTERVIEW</p>

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4.) The Committee reviewed the log for receipt of financials and reports. Reports are up to date. The Board will not receive the June 2022 financial statements until September after all the reconciliations have been done.	REVIEW BOARD REPORT SPREADSHEET
Ms. Crandall recommended that the Audit Committee may want to review the reports that are provided in the monthly financial statements to ensure that it meets the needs of the Board. She recommended that the Audit committee review the May 2022 report at the first Audit Committee meeting that will be scheduled next school year to determine if they receive information that is pertinent to the Board. There may be items that are outdated, for example the report on all checks that are over \$1,000 may be a committee report rather than included in the financial reports to the Board.	
The Internal Claims Auditor is employed by the Board to perform those checks as part of her risk assessment. The district has had multiple conversations with the Internal Claims Auditor on a variety of items, such as retirement clocks, flowers at graduation, PBIS bracelets, t-shirts, and cake for retirement.	
Ms. Crandall indicated that she will find out if the Audit Committee will need to convene to review the State Comptroller's Audit Report when it is released.	
Chairperson Marie Johnson thanked the members of the Audit Committee for participating on this very important Committee.	
5.) Adjournment	ADJOURNMENT
The committee adjourned the meeting at 6:14 p.m. Motion to adjourn made by John Lumia, second by Keith Odums. Unanimous.	

Respectfully Submitted,
Alberta Pedro
District Clerk