

Audit Committee Minutes

Marie Johnson, Chairperson - Presiding
 Location: Wappingers Junior High School Room 105

DRAFT

PRESENT: Ms. Johnson, Mr. Lumia
 ALSO PRESENT: Ms. Crandall, Joseph Heroux
 ABSENT: Mr. Rubin, Mr. Odums, Christine Silva, Alberta Pedro

<p>Chairman Johnson called the meeting to order at 5:04 p.m.</p>	<p>CALL TO ORDER</p>
<p>1.) The committee decided to table this item to later in the meeting, when another member arrives.</p>	<p>APPROVAL OF MINUTES</p>
<p>2.) Entrance Interview with Bonadio Group</p>	<p>ENTRANCE INTERVIEW</p>
<p>Mr. Heroux’s usual annual entrance meeting to discuss responsibilities of management and auditors. Annual audit also reports on internal controls for federal grants. Audit team prepares the external reporting of the financial statement, extra classroom reports, and issues a management letter, if needed.</p> <p>District responsibilities - WCSD audit committee sets a tone that is appropriate so there are no concerns by auditors. Any concerns or discussions of fraud by District staff must be shared with the audit team. This presentation includes all contact info for the lead auditors in case of concerns by the audit committee for a direct reporting option. WCSD also must provide any information pertaining to reviews by other government agencies, i.e.: internal risk assessment and Office of the State Comptroller.</p> <p>Things to consider during the audit are: audit risk for any material errors, strength and existence of internal controls, and compliance with federal/state regulations.</p> <p>Audit team will take a sample of journal entries, cash receipts, cash disbursements, budgetary transfers, review of capital projects, payroll with analytics and test the federal grant and fund balance reserves.</p>	

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<p>Materiality is used to determine size and nature of the sampling population and a separate calculation and sample is done for each fund. Scope is used as well when figuring the tested areas.</p> <p>JL- how are samples chosen? Per JH, this depends on the risk of a specific area and the sample sizes are determined from there.</p> <p>Discussion on how payroll audit could not be done due to pandemic and the less confident one can feel as a result. Ms. Crandall will get this scheduled for 2021-2022.</p> <p>New developments GASB 84 - change in reporting of fiduciary accounts - formerly known in the financial statements as Trust & Agency. The financial statements will look a little different as the student activities will be accounted for in a Special Revenue Fund (a new column will be included). Effective for 6/30/2021.</p> <p>CARES money will affect the single audit possibly in 2020-2021. Next year and beyond will certainly be impacted by the federal money allocated.</p> <p>GASB 87 - effective for June 30, 2022 change in how leases are reported. WCSD does not have any leases so this standard should not affect us.</p> <p>The fieldwork will be done as a combination of on-site and remote auditing as needed. This was done successfully in the summer of 2020. Fieldwork will be held during the last week in July. DRAFT Financial Statements will be sent to the BOE at the first meeting in October.</p> <p>Joseph Heroux left the meeting at 5:25pm</p>	
<p>3.) RFP Process - discuss at the next meeting as the Committee may wish to review the actual results and possibly re-issue the RFP.</p>	<p>RFP PROCESS</p>
<p>4.) The Committee reviewed the log for receipt of financials and reports. Reports are up to date.</p>	<p>REVIEW BOARD REPORT SPREADSHEET</p>

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<p>5.) Based on time and committee members in attendance, the January 2021 minutes will be added to the website as a draft since we do not have a quorum. The minutes will be approved at the next meeting.</p> <p>Motion to adjourn made by Marie Johnson, second by John Lumia All in favor; motion passes. The time is 5:31 p.m.</p>	ADJOURNMENT
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Next Draft Agenda 9/20/21

1. Nominate chairperson
2. Review community member letters of interest
3. Oath of office for public member
4. Approve January 2021 and June 2021 minutes
5. DRAFT Financial statements 2020-2021 external audit
6. Tracking Spreadsheet
7. PROPOSED Audit Committee Dates -
 - 9/20 see above
 - Monday, November 15, 2021 - entrance interview for 21-22 internal risk assessment, corrective action plan for 20-21 external audit if needed, meeting with ICA ? and review of tracking spreadsheet
 - Monday, January 10, 2022 (snow date 2/7/2022) - 21-22 internal risk assessment DRAFT report, AUP for 20-21, meeting with ICA?, review of tracking spreadsheet
 - Monday, June 6, 2022 - entrance interview 21-22 external audit , corrective action plan for 21-22 internal risk assessment, review of draft AUP for 20-21, meeting with ICA?, review of tracking spreadsheet.