

**Audit Committee Meeting
Tuesday, September 17, 2019
District Offices - Multipurpose Room**

PRESENT: Marie Johnson, Rob Rubin, Keith Odums, John Lumia (ex-officio)

Invited Guests: Joseph Heroux, Bonadio Group (via telephone at 8:13 a.m.)
Ms. Crandall, Assistant Superintendent of Finance and Business Development
Ms. Pedro, District Clerk

There was no one from the public present.

The meeting was called to order by the District Clerk at 8:04 a.m. CALL TO ORDER

- 1.) Nomination and Appointment of Chair of Audit Committee NOMINATION AND
APPOINTMENT OF
CHAIR

The District Clerk conducted the nominations for Chair of the Audit Committee. Rob Rubin nominated Marie Johnson to serve as Chair of the Audit Committee, seconded by Keith Odums. There were no other nominations. The committee voted to appoint Marie Johnson as Chairperson of the Audit Committee for the 2019-2020 school year.

- 2.) Appointment of public members to the Audit Committee APPOINTMENT OF
PUBLIC MEMBERS

The Committee seeks community member(s). The District continues to post the opening on the district website. The Committee reviewed the letters that were submitted expressing interest in serving on the Audit Committee. The Committee agreed by consensus to appoint community member Christina Silva to serve as the community member on the Audit Committee. The District Clerk will contact Ms. Silva about the appointment and inform her of the upcoming meeting dates. Ms. Silva will take the oath of office at the next committee meeting.

3.) Review the Draft of the 2018-2019 External Financial Statements

REVIEW OF EXTERNAL FINANCIAL STATEMENTS

The Bonadio Group provided the following on the outcome of the 2018-2019 external audit:

External Financial Statements

An unmodified opinion will be issued. Last year, there was one instance of non-compliance, wherein the District's unrestricted fund balance exceeds the 4% allowable limit in accordance with §1318 of the New York State Real Property Tax law. The District's unassigned fund balance this year (2018-2019) was 3.91%. The District successfully lowered the fund balance by expending money on the capital project, as well as annual educational costs associated with special education services.

The District had an excellent outcome, receiving the highest opinion available to schools – unmodified report. The Audit Committee agreed by consensus to recommend the external audit reports to the Board. A draft of the External Financial Statements will be provided to the Board at the 9/23/19 Board of Education meeting.

Extraclassroom Financial Statements

Extraclassroom funds are student organizations with teacher advisors and governed by NYS Pamphlet 2. The purpose of these accounts is a learning experience for the students. To audit the auditors test a sample of transactions to make sure that the money is going to get posted to the correct club and the accounting is done to the right activities.

The Audit Committee discussed that the Personally Identifiable Information (PII) of students is never provided to vendors or the auditors. Usually a student ID number is provided for identification purposes.

There were no material issues with the sample testing. Since it is a cash basis run by students and advisors there is a higher risk. The District received a qualified opinion on these financial statements. This has been the same opinion issued for many years and is the case for Districts all around NYS. The nature of the receipts (ie: all cash) warrant the qualified opinion on these statements. There is no way to alter this opinion due to the nature of the system.

4.) Review of Tracking Spreadsheet

TRACKING SPREADSHEET

The Committee reviewed 2018-2019 and 2019-2020 tracking spreadsheet. Ms. Crandall indicated that the Board will receive the June, July and August Financials at the first Board meeting in October. It is not until the school year is closed out and the audit has been completed that the financial reports are provided to the Board. It is anticipated that the Board will receive the September Financial Report at the second board meeting in October.

5.) Review Audit Committee Meeting Dates

MEETING DATES

The Committee discussed whether the board goals needed to be approved before the next meeting date of the Audit Committee was scheduled. It was agreed that the committee meeting dates were not contingent upon setting board goals. The Committee requested that Ms. Crandall provide the committee dates to the Internal Claims Auditor in case she would be asked by the committee to attend.

The Audit Committee scheduled the following meeting dates:

- November 19, 2019 at 5:30 pm WJHS room 105
- January 27, 2020 at 5:30 pm at WHS room 105 (snow date February 10, 2020)
- June 1, 2020 at 5:30 pm at District Offices.

Adjournment

ADJOURNMENT

Motion to adjourn made by Rob Rubin, seconded by Keith Odums. Unanimous. The meeting adjourned at 8:27 a.m.

Respectfully Submitted,

Alberta Pedro
District Clerk