

PITTSFORD CENTRAL SCHOOL DISTRICT
AUDIT OVERSIGHT COMMITTEE (AOC)

January 25, 2017

Room 410

3:30 p.m.

Those present: M. Pero, D. Kenney, I. Narotsky, T. Aroesty L. Reister, L. Patterson, C. McPherson

Those absent: P. Sullivan

1. Leeanne Reister and Caroline McPherson updated the committee on the rollout and use of the payment portal launched in December for Driver's Ed registration fees with other payment possibilities being added. To date parents may use portal to pay for lunch accounts, Driver's Ed, lost library books, AP fees, roller skating parties and soon to be added Solofest registration fees. It was noted that over \$25,000 has been collected through the portal to date. Use of the payment portal reduces the cash handled by staff and the number of NSF checks. Discussion took place regarding the convenience fees charged by My School Bucks. It was explained that the District is not charged any fee by the company and does not profit from the convenience fees charged. Sentiment was expressed that 3.95% appeared to be a high percentage. It was noted that as more school districts use My School Bucks and volume increases the fees might be a negotiation point. Mr. Aroesty and Ms. Narotsky felt that a more in depth explanation of the OnePay option would be of service to the parents. It was noted that checks will always be an option for payment. Ms. McPherson presented a live demonstration of the process. She pointed out that in the case of roller skating parties use of My School Bucks requires the parent's permission to attend and provide contact information in the case of emergency. Ms. Reister explained the process to the committee. Mr. Pero expressed appreciation for the customer service aspect of the portal. Mr. Aroesty inquired about capabilities of non-cost related items.
2. The minutes of October 5, 2016 were approved.
3. Mr. Kenney gave a brief review of the Single Audit. The audit found the District to be in compliance with Federal regulations.
4. The Extraclassroom Audit was reviewed. It was noted that prior year findings are minimal in number and not of significant nature. Also noted was the fact that principals must now submit their school's responses to the findings. This has aided in addressing the findings in a timelier manner.
5. Discussion ensued about training for Extraclassroom advisors. PDTA has been working with the District to format a consistent process for placement and training of advisors.

6. Discussion was held to confirm the area of special focus for the Risk Assessment will be Booster Clubs financial records. Mr. Aroesty suggested a preparatory letter be sent prior to the audit advising the clubs of the audit and summarizing what information would be requested. The District will meet with Internal Auditor and determine the scope of the audit. It was noted that the audit is for the protection of both the District and the Booster Clubs.
7. Ms. Laurie Patterson reported on the duties of the Claims Auditor and her findings from July 1 through December 31, 2016. In general, findings continue to diminish in quantity. Mr. Aroesty made note of the small number of findings compared to the amount of payments.
8. Mr. Pero expressed his appreciation for the work of the AOC and noted how the committee helped streamline best practices into other areas of the District.

Meeting adjourned at 4:29 p.m.

Respectfully submitted,

Kathleen Dimitri
Assistant to Assistant Superintendent for Business