

PITTSFORD CENTRAL SCHOOL DISTRICT  
AUDIT OVERSIGHT COMMITTEE

January 27, 2016

Room 410

3:30 p.m.

Those present: M. Pero, D. Kenney, L. Patterson, L. Reister, I. Narotsky, P. Sullivan

Those absent: T. Aroesty

1. The minutes of the October 7, 2015, AOC meeting were approved with a motion by Mr. Sullivan and a second by Mrs. Narotsky.

2. Mr. Kenney reviewed the Single Audit Report, noting the Auditor's report indicates that we are doing well and "in compliance with requirements that could have a direct and material effect on each of its Federal programs for the year ended June 30, 2015."

3. Extra classroom Audit for Year Ended June 30, 2015. Mr. Kenney noted this is a clean report and that the Auditor's report notes that "the financial statement presents fairly, in all material respects, the cash receipts and disbursements of the Extraclassroom Activity Funds of PCSD for the year ended June 30, 2015, in accordance with the cash basis of accounting as described." This report noted that some of the same kind of issues have occurred however, the comments are less severe. The key thing is making sure the clubs are keeping their own set of ledgers and that students are involved. Mr. Kenney drew attention to prior recommendations that were listed and have been cleaned up. It was noted that we are getting better with the participation of advisors in the orientation process.

Mr. Sullivan and Mrs. Narotsky agreed that the above two reports can go to the rest of the Board for action.

4. Internal Claims Auditor Report – L. Patterson: No significant changes were reported by Mrs. Patterson. A few highlighted items are noted below:

- We now run general fund check every week.
- Food inventory will take place in June and Payroll will be next.
- We are consistent in incidents in each category. 67 - Same as last report.
- Information and timeliness of Travel & Conference forms are better.
- Mileage calculations have improved dramatically.
- Attached to Mrs. Patterson's report is a page for comparisons.
- With regard to Purchase Order postdating, athletics has shown improvement.
- Maintenance is still working on PO creation improvement.
- Discussion took place on auditor's comments about the claims audit area.
- It was noted that Mrs. Patterson is extremely thorough.
- Darrin noted that we have strong systems in place that prevent fraud, etc.

5. Information items:

- Substitute Claims Auditor
  - There is need for a substitute claims auditor. That person would be cross trained. This is good internal control and fill-in when Mrs. Patterson goes on vacation.
  - AOC members gave a thumbs up for this position.
  - The person cannot be tied to Business Office.

- Online approval process for win cap
  - The institution of this process stems back to an audit last year.
  - Tina Chipouras is implementing the module and providing training to District staff.
  - Now there will be an upper level of approval. This will help especially to expedite budget transfers.
  - Mr. Sullivan asked about the timeline for a PO, Mrs. Reister responded.
- Coaches' Association obtained their own tax ID and no longer has a bank account using the District's tax ID.
- The Tioga CSD Audit was highlighted
- Terminology of School Budgets was noted as being included in the packets.

6. Areas of Focus: The next area of focus is yet to be determined.

7. Comptroller's Audit update: A brief update was provided based on verbal communications from the OSC Auditors to date. The draft report should be out in a couple of weeks.

8. Going back to Areas of Focus:

- Mr. Pero said we will probably focus on community use of facilities and fees. Is the District collecting fees according to policy, and areas like that? It was noted that we do have a policy for this topic and it is not a big issue at this time.
- Mr. Pero noted that there does need to be more clarity about field trips. Comptroller's auditors noted that they cannot advise us on this topic.
- Mr. Pero said that data and security in mobile devices seems to be an important focus at this time.
- Also thinking definitely about Technology/Data storage.
- Mr. Pero thinks reserves will be more prevalent in the future, however, not a risk.
- It was noted that technology and cash receipts could also be a focus in the future.
- A brief discussion ensued around facilities use and charging for it and why.

A discussion ensued around field trips. One thing noted was the importance of looking at the field trip form with scrutiny. Mr. Sullivan said he would like to see the request form on-line. As a result of the discussion, to be clear, the Audit Committee should recommend an area of focus. Mr. Pero said he and Mr. Kenney will look at the field trip forms and bring back their findings to the Audit Oversight Committee for clarity. We need to look at each particular athletic event with scrutiny. Mr. Pero said he feels that we are aligned with most Districts and that another conversation with Laura may be good. Mr. Sullivan and Mrs. Narotsky ask that the District try to bring closure to this topic. Mr. Kenney noted that Mrs. Purcell and Mr. Wager agreed that the field trip policy needs to be aligned to SED and the Commissioner's rulings if possible and that we do follow policy. After the field trip forms are looked at again, closure can be brought to this topic and then prepare to move on to data security on mobile devices.

Meeting was adjourned at 4:44

Respectfully submitted,



Veronica M. Walker  
School District Clerk