

PITTSFORD CENTRAL SCHOOL DISTRICT
Audit Oversight Committee
June 12, 2013
3:30 p.m.
Room 410

Those Present: M. Pero, I. Narotsky, D. Kenney, L. Patterson, P. Adams, R. Wager, J. Buffim, B. Kecskemety, M. Gibson, R. Walker.

Those absent: R. Brown

1. The February 6, 2013, meeting notes were approved.
2. Risk Assessment – Paul Adams of EFP/Rotenberg (Internal Auditor) reviewed the Risk Assessment Report including the current year findings which involved cash handling procedures, Travel and Conference Claim for Reimbursement and Cash Receipts for AP exams. The findings have been resolved.

The following were noted from last year's findings:

1. When collecting proceeds from Athletic and other events, there should be a secure location designated.
2. When assets are placed in third party location (i.e., private schools, etc.), there needs to be a solid system of accounting for them. Also, when the occurrence of theft or damage of equipment taken off site by employees is reported, an acceptable use form should be filled out. (Mr. Adams will get some examples for us).

A Policy is needed for internal control over Smart devices. Mr. Kenney noted that this policy is in the process of being created.

It was duly noted that there are no high risk items on the Risk Assessment Report, meaning the District's internal controls are strong and effective.

Mrs. Gibson noted that she would touch base with Mr. Adams in the fall if there were any additional requests for audits this year.

The Risk Assessment Report will be going to the Board for action at its next meeting.

3. Preliminary External/Independent Audit - Mr. Ray Wager, CPA PC
Mr. Wager presented an overview of the audit process noting that there is not much change this year and the changes that did occur were good ones, i.e., the audit has become easier to read and is explained quite well. He mentioned that down the road they would be looking at pension plans and the accounting of them. Mr. Wager talked briefly about fund balances, long term financing and the liability of health benefits.

Mr. Kenney noted that we are financially solvent.

Time was spent discussing Booster Clubs. Mr. Wager suggested that the Board and District be cognizant of what clubs exist. It would be good to have the leaders of the Booster Clubs meet with a district representative and confirm their own club practices. Also noted was that it would be a good procedure to have a check list for Booster Club officers to sign off on in order to improve accountability and the officers and club responsibilities. Superintendent Pero said he would like guidance in creating a check list. Mr. Wager said he is working on one. The topic of adequate insurance was briefly discussed. Mr. Kenney said that there is some SED guidance on this.

4. Claims Auditor's Report – Laurie Patterson reviewed her report noting that the payroll auditing is finished and that both she and Mrs. Heagerty completed a physical accounting of food inventory this month. Mrs. Patterson also reviewed her Findings Report by category of every District claim and noted the actions taken.

Mr. Kenney extended his appreciation to Mrs. Patterson for her great detail.

5. On-line banking policy

It was noted that Mr. Kenney and Mrs. Gibson are updating the current policy regarding On-Line Banking. This policy will be brought to the Board for action at a near-future meeting.

6. Audit Oversight Committee Membership will be discussed at the Reorganization Meeting on July 15.

7. Mr. Kenney said he is working on reserves and will report on a plan of how they will be used in the next five years and how they have been used in the past.

4:30 adjournment

Respectfully submitted,

Veronica M. Walker
School District Clerk