



BATAVIA CITY SCHOOLS

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Scott C. Rozanski, Business Administrator

October 12, 2010

Minutes of Audit Committee Meeting (8/23/10)

Audit Committee Members attending: Steve Hyde, Gary Stich, Wayne Guenther

District Employees attending: Margaret Puzio (Superintendent), Scott C. Rozanski (Business Administrator)

Others Present: Mary Ellen Juliano (Internal Claims Auditor)

Internal Claims Auditor: Ms. Juliano reviewed the results of the July and August claims and some additional training. The audit committee acknowledged the questions raised and informed Ms. Juliano that preventing fraud was the first priority. Ms. Juliano presented a draft of the updated claim forms and process. Mr. Rozanski will share with management and begin to schedule presentations at faculty meetings.

Internal Auditor Risk Assessment: The audit committee reviewed the draft of the corrective action plan for the 2009-10 risk assessment and finalized the Risk Assessment.

Next Meeting: The next meeting is tentatively set for September 27, 2010.

Respectfully Submitted,

Scott C. Rozanski,
Business Administrator/Board of Education Clerk