



BATAVIA CITY SCHOOLS

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Scott C. Rozanski, Business Administrator

December 16, 2010

Minutes of Audit Committee Meeting (12/6/10)

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

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

Others Present: Mary Ellen Juliano (Internal Claims Auditor)

Internal Claims Auditor: Ms. Juliano reviewed the results of the September through November claims. Ms. Juliano noted no significant or material findings. Current concerns are associated with mileage reimbursement (district and athletic) and purchases associated with up-selling the budget. Mr. Rozanski will share findings with management and department chairs.

Mileage Reimbursement (Athletic): Mr. Bromley's office will be directed to review a sample of officials claim forms, on each warrant, for mileage accuracy. This is to be done by comparison with mapquest or similar printout and is also directed to follow up on those claims that appear to be inappropriate or inconsistent with the mapquest mileage.

Minutes: The audit committee approved the July 26, 2010 minutes as presented.

Minutes: The audit committee approved the August 23, 2010 minutes as presented.

Minutes: The audit committee approved the September 27, 2010 minutes as presented.

Student Accounts: Mr. Rozanski reviewed the tracking forms that will be used by the Central Treasurer during the 2010-11 fiscal year.

Internal Auditor CAP: Mr. Rozanski provided the audit committee with the status update on the risk assessment corrective action plan (CAP).

Draft Response to Comptroller Audit on Scrap Metal: The audit committee reviewed and approved the District response to the Comptroller Audit on Scrap Metal. This is the global response (all municipalities involved) and the individual district response was previously reviewed and approved.

W-9 Form: The District is in the process of cleaning up the vendor files and is requiring all vendors to have a valid W-9 on file. For those vendors that may not have a W-9, an alpha numeric code will be used to identify them (such as employee, reimbursement, etc). This will allow the District to comply with the pending changes regarding 1099's (for 2012).

Next Meeting: The next meeting is tentatively set for early March 2011.

Respectfully Submitted,

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