



BATAVIA CITY SCHOOLS

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Scott C. Rozanski, Business Administrator

May 23, 2011

Minutes of Audit Committee Meeting (March 28, 2011)

Audit Committee Members attending: Steve Hyde, Gary Stich, Wayne Guenther, Jim Mungillo and Phillip Ricci

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

Others Present: Tom Lauffer and John Rynkiewicz from Raymond F Wager CPA PC

Internal Auditor: Mr. Lauffer and Mr. Rynkiewicz reviewed the results of the 2010-11 risk assessment with the audit committee. All previous high risk areas have been corrected along with several medium to low risk areas. The medicaid compliance plan must be drafted and finalized as billing is expected to begin soon. The audit committee went into executive session with the internal auditors and later reopened the meeting for district employees. The audit committee requested to be notified when the Medicaid plan is completed.

Minutes: The audit committee approved the December 6, 2010 minutes as presented.

Internal Claims Auditor findings: Mr. Rozanski reviewed the summary of the current year findings by the internal claims auditor.

Internal Claims Auditor: Mr. Rozanski informed the audit committee that Ms. Juliano has submitted a letter of resignation for the claims auditor position. She will continue through the end of the year. Mr. Rozanski will check with other schools to see if there is interest in sharing services before advertising for a replacement.

Next Meeting: The next meeting is tentatively set for late May in conjunction with the Board meeting date (5/23/11)

Respectfully Submitted,

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