



BATAVIA CITY SCHOOLS

260 State Street

Batavia, NY 14020

(585) 343-2480, Fax: (585) 344-8204

Scott C. Rozanski, Business Administrator

Minutes of Audit Committee Meeting – March 26, 2013

Audit Committee Members: Frank DeMare, Mike Grammatico, Phil Ricci, Gail Stevens

District Employees: Christopher Dailey (Superintendent), Scott C. Rozanski (Business Administrator), Sally Sanford (Treasurer), Pam Buresch (Medicaid Compliance Officer), Nancy Mitchell (Claims Auditor)

Internal Claims Auditor: Nancy Mitchell reviewed the findings from December 8, 2012 through March 15, 2013. There are no significant findings but it was noted that copies of receipts/invoices are at times being submitted. The committee will review the District policy at the next audit committee meeting.

Medicaid Update: Ms. Pam Buresch presented her recent audit of the District Medicaid Program. All providers are tested monthly. After reviewing 20% of the Medicaid eligible student, there are no findings to report as all staff involved are following proper procedures (no errors in billing and remittance and all out of district providers are current with required paperwork). The Special Education Department/Medicaid Billing secretary is following up on the issue where two of our students are receiving Medicaid services, which are appropriate per their IEP's, but are not listed on the Medicaid eligible MED Web reports on CNYRIC. As a result, the district cannot claim for reimbursement of these services until they appear on the CNYRIC/MedWeb reports. Secondly, one student is receiving Medicaid services, but happens to be in a group of 1, for which the district cannot claim reimbursement due to the lack of availability of other students requiring the same services to schedule for group services at the same time as the student in question. Though the district cannot claim for reimbursement for either of these two situations, the district is in full compliance, however.

Minutes: The minutes of the December 18, 2012 audit committee were approved (Motion made by Phil Ricci and seconded by Gail Stevens, passed 4-0).

2013-14 Budget Update: Mr. Rozanski reviewed the current draft of the 2013-14 budget with the audit committee as expenses at this point in time are up 3.30% and the tax levy is 2.37% if additional reserves are used. The NYS budget is expected to be approved shortly and contract negotiations are pending, both of which will impact the 2013-14 budget. The retirement system pension smoothly option was briefly discussed as an option only under a worst case scenario.

Long Range Plan: Mr. Rozanski reviewed the process for developing the long range plan that has been shared with the Board and the budget ambassadors. The long range plan has been updated since to reflect the proceeds from the sale of the administration building along with changes in building aid as a result of rate adjustments.

Next Meeting: The next meeting is tentatively set for May 14, 2013.

Respectfully Submitted,

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