



BATAVIA CITY SCHOOLS

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Batavia, NY 14020

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Scott C. Rozanski, Business Administrator

Minutes of Audit Committee Meeting – September 16, 2014

Audit Committee Members: Frank DeMare, Leslie Johnson, Jim Mungillo, Phil Ricci, Steven Tufts
District Employees: Christopher Dailey (Superintendent), Scott C. Rozanski (Business Administrator/Medicaid Compliance Officer), Nancy Mitchell (Claims Auditor)
Others Present: Kathryn Barrett – Freed Maxick CPAs

Audit Committee Chairperson: A motion was made by Jim Mungillo and seconded by Frank DeMare to nominate Phil Ricci as audit committee chairperson. There were no other nominations. Motion passed 5-0.

Minutes: The minutes of the May 13, 2014 audit committee were approved (motion made by Frank DeMare and seconded by Phil Ricci. Motion passed 5-0).

Internal Claims Auditor: Nancy Mitchell reviewed the findings from May 9, 2014 through September 16, 2014. There are no significant findings to report. Nancy reported that over the summer she received additional internal claims auditor training through Erie #1 BOCES. The audit committee thanked Nancy for the good job that she is doing as the claims auditor.

External Audit Exit Interview: Ms. Barrett distributed the draft of the external audit and reviewed the draft management report. The District continues to maintain healthy fund balances and reserve funds as both revenues and expenditures were conservatively budgeted based on actual performance. There was only one immaterial financial adjustment that was noted in the draft management report and one management letter comment. The Extraclassroom Activities Funds (Student Accounts) received an unqualified audit report again year, for a second consecutive year. Kudos to Ms. Sanford and her attentiveness!

Medicaid Update: Mr. Rozanski reported that he has certified both the school calendar and district staff with Medicaid. Internal Medicaid audits will begin in the fall of 2014.

Internal Auditor Tentative Reports: Two draft reports were distributed. The District has a payroll check distribution performed and also several areas were tested by the internal auditor as directed by the audit committee last March. Mr. Rozanski reviewed the findings with the audit committee and is in the process of putting corrective measures in place regarding each finding. The reports will be finalized this fall.

RFP's – External and Internal Audits: 2014-15 is the fifth and last year of the current RFPs for both the external audit (Freed Maxick CPAs PC) and the internal audit (Raymond F. Wager CPAs PC). A draft of the previous RFPs will be sent to the audit committee members for comments prior to finalizing the RFP. The RFPs will be sent out in October or November of 2014.

Adjournment: Motion made by Jim Mungillo and seconded by Frank DeMare to adjourn. Motion passed 5-0.

Next Meeting: The next meeting is tentatively set for December 2, 2014.

Respectfully Submitted,

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