



**BATAVIA CITY SCHOOLS**

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***Scott C. Rozanski, Business Administrator***

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Minutes of Audit Committee Meeting – December 2, 2014

Audit Committee Members: Frank DeMare

District Employees: Christopher Dailey (Superintendent), Scott C. Rozanski (Business Administrator/Medicaid Compliance Officer), Nancy Mitchell (Claims Auditor)

**Minutes:** The minutes of the September 16, 2014 audit committee tabled.

**Internal Claims Auditor:** Nancy Mitchell reviewed the findings from September 16, 2014 through November 2014. There are no significant findings to report and noted that there were 19 findings or 2.25% of the checks processed in this time period.

**Medicaid Update:** Mr. Rozanski reported that he will be completing the annual reporting requirement in December and then will begin internal testing of Medicaid compliance.

**RFP's – Banking; External and Internal Audits:** A number of the Districts in the Genesee Valley Educational Partnership (BOCES) have decided to process a joint RFP for banking services. The banking RFP will be released in December 2014. The 2014-15 fiscal year is the last year of the Districts agreement with both the external and internal auditors. The District RFPs for external and internal audit will also be released in December 2014 and will be evaluated in the spring of 2015. These services will be for a five year commitment beginning with the 2015-16 fiscal year.

**Claims Auditor Training:** Training for internal claims is being provided by Raymond F. Wager CPA in January 2015. Audit committee members Frank DeMare and Steve Tufts have expressed interest in attending. Nancy Mitchell, internal claims auditor, also plans on attending. The District will process the registrations for all three.

**Foundation:** The foundation is in the process of establishing its initial policies. Mr. Rozanski has been in contact with former audit committee member Michael Grammatico to gather some information, as Mr. Grammatico has experience with foundations.

**Adjournment:** Motion made by Frank DeMare to adjourn.

**Next Meeting:** The next meeting is tentatively set for March 3, 2015.

Respectfully Submitted,

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