



BATAVIA CITY SCHOOLS

260 State Street

Batavia, NY 14020

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Scott C. Rozanski, Business Administrator

Minutes of Audit Committee Meeting – May 12, 2015

Audit Committee Members: Frank DeMare

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

Others Present: Tom Lauffer and John Rynkiewicz, Raymond F. Wager CPA PC; Kathryn Barrett and Christopher Piedici, Freed Maxick CPA PC

Minutes: The minutes of the March 17, 2015 were read and were tabled.

Internal Claims Auditor: Nancy Mitchell reviewed the findings from March 26, 2015 through May 8, 2015. There are no significant findings to report and noted that there were 13 findings or 2.2% of the checks processed in this time period.

External Auditor Audit Plan: Ms. Barrett and Mr. Piedici reviewed the 2014-15 external audit plan. There have been no significant changes in their initial audit plan. Preliminary testing will begin on May 13, 2015. There are several reporting changes as a result of new GASB Statements and the single audit that the District was informed on.

Internal Auditor: The 2014-15 draft risk assessment has been updated with the corrective action plan (district response) has also been inserted into the report. Mr. Rynkiewicz reviewed the draft of the additional testing procedures for 2014-15.

RFP's – Banking: Mr. Rozanski and Mr. Ricci will be reviewing and finalizing the award for RFP for banking services.

Business Office: Tabled discussion on software upgrade and Central Business Office.

IRS and SEC Procedures: Mr. Rozanski handed out recommended procedures from Hodgson Russ, the District's Bond Counsel regarding new procedures that they are recommending the District officially adopt as policy to replace the interim procedures that have been in place since 2012. Mr. Rozanski will follow up with Erie #1 BOCES regarding adding these to the District policy book.

Questar (State Aid Planning Service) Refund: Mr. Rozanski reviewed information from Questar regarding OPEB refund due the District as a result of an independent forensic audit. Once Board of Education approved, the District will receive a credit of \$1,026.43 applied to services in the 2015-16 school year.

Adjournment: The meeting was adjourned.

Next Meeting: The next meeting is tentatively set for either September 22, 2015 or September 29, 2015.

Respectfully Submitted,

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