



Newfane Central School District Audit Committee Meeting Minutes

Meeting Date: September 1, 2020

Location: Newfane Early Childhood Center Room 129

Time: 6:00 pm

Audit Committee Members:

Margaux Lingle-present

Sarah Bowman-present

Anthony Casinelli-present

Donald Clapp-present

James Schmitt-present

Meeting Summary:

Meeting called to order at 6:07 pm

The committee reviewed the Audit Committee Charter and made changes that they felt were necessary for Newfane.

Authority - No changes

Mission - No changes

Composition and Requisite Skills - Changes (community members serve 2 years starting with 1 member 1 year and the other member 2 years. Sarah will do one year)

Duties and Responsibilities - No Changes

Membership - No changes

Meetings and notification - falls under the open meeting law unless direct communication with or about the audit(ors), include committee agenda in the agenda of the board when on meeting evenings, separate when not on meeting nights. Verbal reporting to the board of education regularly. Formal report to the board at least once yearly but will possibly be more determined by audits done in the district.

** add a disclaimer that the committee according to Policy.

Discussion of the state comptroller audit took place in terms of dates and what the process is, corrective action plan, audit committee involvement (at corrective action plan time) and then final report to the board of education. The board has to accept the external audit report but not the comptroller report. The committee requested the date that the external audit should be available...tentatively meet on September 15 prior to

the board meeting to go over the audit. The Audit report will be prepared and electronically shared with the committee, to then share with the board. Committee members will be asked to sign an oath of office at the September 15 meeting.

Next meeting date: Tentative, September 15, 2020 at 6 pm.

Respectfully Submitted by: Bernadette Seymour, District Clerk