



# Newfane Central School District Audit Committee Meeting Minutes

Meeting Date: March 16, 2021

Location: Newfane Early Childhood Center Room 129

Time: 6:00 pm

## **In Attendance:**

### *Committee Members:*

Margaux Lingle

James Schmitt

Anthony Casinelli

DJ Clapp

### *Others:*

Mark Whyte

Michael Baumann

Topic: Review and receive updates on the Internal Audit plan findings and recommendations

The committee reviewed each item on the internal audit individually in conjunction with the comments on each item provided in advance of the meeting from Kevin Klumpp (who was unable to attend the meeting). Mark Whyte provided many updates. The committee would like follow-up from the District on the following items at the next meeting:

- BG21-1, BG21-2, BG 21-3 (all B&G items were on hold pending return of George Noon)
- BO21-3 Regarding duties of Business Office/Superintendent's Office personnel
- BO21-4 Regarding internal policies and procedures for department personnel
- BO21-5 Regarding cross training within the Business Office
- C21-1 Regarding fixed assets (Policy Update)
- E21-1 Regarding Chief Faculty Counselor appointment (Policy Update)
- E21-4 Regarding extraclassroom Activity (Policy Update)
- E21-5 Regarding extraclassroom accounts for Elementary students
- IT-21-1 Regarding Disaster Recovery Plan (Policy Update)
- PA21-1 Regarding emergency procurement (Policy Update)

Topic: Review Reserve Report and discuss

- Mark Whyte provided an overview of the recommendations in the report

Topic: Discuss next meeting date and goals for 2021

- Meeting Date will be May 4, 2021 time TBD based on agenda

- The group discussed “goals” and decided that the purpose of the group should be less “goal” oriented and more specific purpose focused. The committee purpose involves reviewing both routine and unplanned audit reports, following-up with District officials as needed and making recommendations on those audit reports to the full Board of Education. This will be our focus area for the coming year along with reviewing and making recommendations to the board on the reserve policy annually. Margaux will put together a “template” of meetings for the next year to be reviewed, discussed and modified at the next meeting (see below).

Conclusion – no recommendations to the Board of Education were decided at this meeting.

### **Tentative Audit Committee Schedule for 2021/2022 School Year**

#### Fall Session #1 (September)

- Review external audit results/findings
- Make recommendation on external audit to the Board

#### Fall Session #2 (December)

- Meet with internal auditors/discuss focus areas

#### Spring Session #1 (March)

- Review Internal Audit Results
- Make recommendation on internal audit to the Board

- Review reserve plan and discuss any potential changes
- Make recommendation on reserve plan to the Board

#### Spring Session #2 (June)

- Follow-up on internal audit findings with District staff/administrators
- Pre-audit meeting with external auditors

Other items that would need to be added as needed:

- Other governmental entity audits (State Comptroller’s Office, Internal Revenue Service etc.)
- Policy changes related to financial matters