

Olean City School District
Audit Committee Meeting
410 West Sullivan Street
Tuesday, August 19, 2014
12:00 p.m. – Board Room

Present: Laurie Branch Michiko McElfresh
Mike Martello (via phone) Colleen Taggerty
Kathy Elser Vicki Zaleski-Irizarry
Ira Katzenstein

Guest: Donna Howard – BOCES
Dan Stetz – Internal Claims Auditor

HR Audit Findings

- Donna Howard from BOCES discussed the review that was conducted on the District's processes and procedures related to personnel
Donna exited the meeting at 12:25

Internal Claims Auditor Quarterly Update

- Dan Stetz discussed issues from March through July
- Kathy noted that an SBU intern reviewed previous years Internal Claims Auditor reports to look for patterns for particular departments/personnel
Dan exited the meeting at 12:40

Audit Committee Charter Review

- Ira questioned whether or not the committee has to review every corrective action plan developed by the District or is it limited to just the External Audit?
Kathy and Colleen will research Education Law

Establish Committee Goals for the 2014-2015 School Year

- Initiate third party audits as deemed necessary
- Continue to monitor Internal Controls Tracking Sheet
- Appoint Internal and External Auditors
- Supervise and evaluate auditors (internal, external, and claims)
- Conflict of Interest Statements – BOE and Administrators

Other

- Ira discussed Audit Committee Self Evaluation tool
- Colleen reported that the IDEA Funding Audit has been completed - there were no findings

Meeting adjourned at 12:55 pm

Next meeting September 22, 2014
BWB and BSP Presentations