

Olean School Board  
Audit Committee Meeting  
410 West Sullivan Street  
Monday, October 20, 2014  
12:00 p.m.

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

School breakfast and lunch program audit update

- Kathy noted that the pre-audit off site risk assessment tool
- The on-site audit will be conducted on June 4, 2015
- Kathy is working with Sodexo Manager, Steve Small, on the additional admin forms that need to be completed
- The District's Wellness Policy will have to be reviewed (currently being reviewed by the District's School Health Team Committee)
- Sale of non-cafeteria food will have to be sold according to the new regulations
- A la carte items cannot be sold below cost

Committee Goals for the 2014-2015 School Year

- Initiate third party audits as deemed necessary
- Continue to monitor Internal Controls Tracking Sheet – review at October meeting
  - The committee reviewed the tracking sheet which includes items from the most recent Internal Controls Audit conducted by BWB
  - Completed items will be removed from the list
- Appoint Internal and External Auditors
- Supervise auditors (internal, external, and claims)
- Evaluate internal claims auditor
- Conflict of Interest Statements – BOE and Administrators - completed
- Committee Self Assessment

Other

- The committee discussed Ski Club Advisors positions (discussed history of paying for two advisors with the Club's left over money from transportation savings; once money was gone – only one advisor would be paid for)
- Meeting with Barb Lias and Rose Capra to discuss budget
- Kathy to get Dave DiTanna's advise on this

Meeting adjourned at 12:25 p.m.

Next meeting: November 17, 2014