

Washingtonville Central School District
Audit Committee

Audit Committee Meeting Minutes

Date of Meeting: December 10, 2018

Attendance: Corinne Cody, Terry Hughes, Colleen Doyle, Mary Ellen Shute, Sharon Williams, Amy Chaing

Excused: Susanne Veath, Susan Paris

Guests: Lorine Van Put-Lamerand, Ellen Gunser

Location: Conference Room, Administration building

- ✓ Discussed proposed update to the Audit Committee Charter. Committee voted to approve recommended changes.
- ✓ The District received the engagement letter from Cooper Arias, LLP, to prepare the external audit for the fiscal year ended June 30, 2019.
- ✓ Discussed sending RFP for external auditor for the fiscal year beginning June 30, 2020. Lorine to request names of potential external auditor candidates to send RFP's to in beginning of 2019 so interviews can be conducted in the Spring.
- ✓ Discussed possible topics for Internal Control audit testing. Agreed that the Cafeteria Operations would be a good topic. Corinne to follow up with Jim Buffum from EFPR Group, Internal Auditor, for engagement information.

Next Meeting, Monday January 14, 2019

- ❖ Review engagement letter for internal audit of Cafeteria Operations
- ❖ Consider which external audit candidates to send RFP's to

Respectfully submitted,

Corinne Cody
December 30, 2018