

Onteora Central School District
Audit Committee--Minutes

September 27, 2019

Committee Members: Robert Curran, Drew Boggess, Kevin Salem, Robert Burke Warren, Wendy Wolfenson

Invited Guests: Victoria McLaren, Superintendent
Monica LaClair, Assistant Superintendent for Business
Debra D'Aprile, District Treasurer

- 1) Call to Order
 - a. Meeting was called to order at 9:35
- 2) Attendance
 - a. Kevin Salem and Drew Boggess were absent, all others present
- 3) Approval of Minutes – September 9, 2019
 - a. Robert Curran first, Wendy Wolfenson second.
 - b. Wendy Wolfenson noticed an error, in the first paragraph in the review of external audit report, it should of said Medicare, not Medicaid. Monica LaClair has fixed it in the minutes.
 - c. All in favor
- 4) External Audit RFP review
 - a. The audit committee, along with input from the Treasurer, Ass't Superintendent for Business and Superintendent, reviewed and discussed the 3 request for proposals that were submitted. The submittals included West & Company, the District's current auditor, Marvin & Company, a firm that Ms. LaClair had familiarity with in her previous District, and Sickler, Torchia, Allen & Churchill.
 - b. In reviewing the proposals, cost, experience and staff size and peer reviews were taken into account. The decision of the committee was to accept West & Company's proposal as our external auditors for fiscal years ending June 30, 2020, June 30, 2021, June 30, 2022, June 30, 2023, June 30, 2024. Drew Boggess, while absent, sent in an email that he also preferred continuing with West & Company.
- 5) **Potential Recommended Motion:** The OCSD Audit Committee recommends West & Company as the external auditors for the 19-20 fiscal year and for the four years following.
 - a. Robert Curran first, Robert Burke Warren second. All in favor.

- 6) Internal Audit Review Topic Discussion
 - a. The committee then discussed this year's internal audit topic. Questar supplied the District with topics that could be audited such as, student attendance, staff attendance, and capital projects. Other topics of interest to the District and the committee were school safety, school lunch program, fixed assets and student record keeping. Ms. Wolfenson reminded the committee that during the last risk assessment that fixed assets and inventory had the highest classification of risk. The committee concluded that, with the absence of two its members, that they would continue the dialogue of internal audit topics at the Monday December 9th meeting and make a decision at that time.
- 7) Old Business – None
- 8) New Business – None
- 9) Adjournment –
 - a. Robert Curran first, Wendy Wolfenson second. All in favor