

# **BEEKMANTOWN BOARD OF EDUCATION**

FINANCE & AUDIT COMMITTEE  
MEETING – 03/07/06 MS/HS LIBRARY

## **CALL TO ORDER**

K. Grinberg-Funes, Chairperson, called the meeting to order at 4:30 p.m.

Also in attendance were F. Hay, G. Palmer, (Board members), M. Sposato, Superintendent of Schools and R. Clamser, Jr., Business Manager.

## **AGENDA**

### **I. Monthly Financials**

The following reports were reviewed in detail:

- A. Cafeteria Revenue Report - 07/01/05-01/30/06 it was noted by R. Clamser, Jr. that YTD summary has a one month lag.
- B. Treasurer's Revenue Report – Month End 01/31/06 There were no specific questions regarding this report. G. Palmer inquired about the status of SAS recovery of Medicaid funds. R. Clamser, Jr. will report this status at the 03/14/06 Board meeting.
- C. Treasurer's Monthly Report – 01/01/06-01/31/06 There were no questions regarding this report.
- D. Trial Balance 7/01/05-01/31/06 Fund A-General Fund There were no questions regarding this report.
- E. Appropriations Status Report - 07/01/05-01/31/06 K. Grinberg-Funes noted that a few categories had funds listed as "Available", rather than "Encumbered". The Board was reminded that in a few cases, salary projections for last year's budget were not based solely on actual hours anticipated because staffing templates were not completed at that time. M. Sposato added that because Administration has worked diligently this year, more accurate projections would be able to be completed for the upcoming budget.
- F. Summary Warrant Number 10– Fund A – CD General 01/06 J. Donahue asked reason funds were paid to Andrew Abdullah. R. Clamser, Jr. will provide answer at the 03/14/06 Board meeting.
- G. Extracurricular Activities Account – 01/01/06-01/31/06 There were questions regarding this report. R. Clamser, Jr. added that he met with P. Landry to review the account record keeping etc. He plans to review her books on a periodic basis. He noted that in the future it would be helpful to computerize this process.  
Recommendations: Forward all above financials to the regular Board meeting on 03/14/06 for Board approval.

### **II. Report from R. Clamser, Jr., Business Manager**

R. Clamser, Jr. reviewed two documents with the Board as received in recent meetings regarding state education law(s):

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II. Continued

A. Audit Committee Charter Guidance (Office of the New York State Comptroller)  
Basic tenets of this document were reviewed. It was agreed that further discussion was necessitated at the next committee meeting to address further work the Board needs to complete in this area to meet full compliance required by 07/06.

B. Internal Auditor Pamphlet

This function will require additional staff, (presumably part-time), to fulfill the state requirements. The deadline for compliance is also 07/06. It was suggested that recommendation for additional staff hours be placed on the 03/28/06 meeting agenda for discussion as it will be necessary for consideration in the budget process.

III. Request for proposal guidelines – RFP for External Auditor

Mr. Clamser provided the Board with a draft proposal for the above. It was stressed that this process needs to be initiated immediately. M. Sposato and R. Clamser, Jr. will address the timeline and report to the Board at the 3/14/06 meeting.

IV. Letter of intent: Bus (es) purchase

As a point of information, M. Sposato noted that K. Hebert would like to submit a letter of intent to purchase four buses. This proposal would be placed on the May vote. The Board will discuss this issue and elect whether or not to move forward with the proposal, however, the deadline for the letter of intent is in a matter of days. The committee agreed to inform Mr. Hebert to file the letter of intent, (pending full Board approval to place up for vote in May).

IV. With no further business, the meeting was adjourned at 5:30 p.m.