

WHITE PLAINS CITY SCHOOL DISTRICT

**MINUTES
AUDIT COMMITTEE MEETING
June 5, 2023 – 6:30 PM**

In-Person – Board Room

I. CALL TO ORDER

II. ROLL CALL:

Rosemarie Eller, Chair ✓
Tim Donahoe A
James Hricay A
Craig Mondschein ✓
Randy Stein ✓

Visiting: Ann Vaccaro-Teich ✓
 Marcy Moskowitz ✓

III. REVIEW INTERNAL CLAIMS AUDITORS’ ENGAGEMENT LETTER FOR 2023-24

Motion by: RE **Seconded by:** CM

WHEREAS, the White Plains City School District publicly advertised an RFP for Internal Claims Auditing Services for the 2022-2023 on November 9, 2021;

AND, WHEREAS, the White Plains City School District received one (1) proposals from a reputable auditing firm and awarded said proposal to Tobin & Company, for the 2022-2023 school year;

AND, WHEREAS, the White Plains City School District would like to exercise its right to extend the contract for the 2023-2024 school year (year 2 of a five-year engagement) in accordance with the specifications listed in the Request for Internal Claims Auditing Services;

THEREFORE, BE IT RESOLVED, that the Committee recommends that the Board of Education accept the engagement letter from Tobin & Company to provide services for the 2023 – 2024 school year.

Motion to accept carried: ALL

IV. REVIEW INTERNAL AUDITORS’ ENGAGEMENT LETTER FOR 2023-24

Motion by: RS **Seconded by:** CM

WHEREAS, the White Plains City School District publicly advertised an RFP for Internal Auditing Services for the 2022-2023 on November 12, 2021;

AND, WHEREAS, the White Plains City School District received two (2) proposals from reputable auditing firms and awarded said proposal to Cullen & Danowski, LLP for the 2022-2023 school year;

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AND, WHEREAS, the White Plains City School District would like to exercise its right to extend the contract for the 2023-2024 school year (year 2 of a five-year engagement) in accordance with the specifications listed in the Request for Internal Auditing Services;

THEREFORE, BE IT RESOLVED that the Committee recommends that the Board of Education accept the engagement letter from Cullen & Danowski, LLP to provide services for the 2023-2024 school year.

Motion to accept carried: ALL

V. REVIEW EXTERNAL AUDITORS' ENGAGEMENT LETTER FOR 2023-24

Motion by: RS Secinded by: CM

WHEREAS, the White Plains City School District publicly advertised an RFP for External Auditing Services for the 2023-2024 on November 8, 2022;

AND, WHEREAS, the White Plains City School District received four (4) proposals on December 9, 2022 and awarded said proposal to Nawrocki Smith LLP, for the 2023-2024 school year;

AND, WHEREAS, Nawrocki Smith LLP has submitted an engagement letter for external auditing services for the 2023-2024 school year and said engagement letter was reviewed by the Committee (see appended engagement letter);

THEREFORE, BE IT RESOLVED, that the Committee recommends that the Board of Education accepted the engagement letter from Nawrocki Smith LLP to provide services for the 2023-2024 school year.

VI. RECOMMENDATION OF ADDITIONAL INTERNAL AUDIT INTENSIVE AREA FOR 2022-23

Motion by: CM Secinded by: RS

WHEREAS, based on the internal auditors' and claims auditors' recommendations and discussion with the Committee, Employee Benefits has been identified as an additional internal audit intensive area for 2022-23;

RESOLVED, that the Audit Committee recommends that Employee Benefits be approved by the Board of Education as an additional internal audit intensive area for 2022-23, at a cost of \$19,000 to \$21,000, per the attached engagement letter.

VII. ADJOURN

Motion by: CM Secinded by: RS

Motion to accept carried: ALL