

PITTSFORD CENTRAL SCHOOL DISTRICT

Audit Oversight Committee (AOC)

Wednesday, October 4, 2023

Barker Rd. Middle School – Mtg. Room 410

3:30 pm

PRESENT: M. Pero, R. Scott, J. Casey, R. Sanchez-Kazacos, M. Vespi, L. Reister, V. Winter, T. Zuber, J. Austin

1. AOC Charter Review
 - a. It was noted to change the title on page 2, to “Assistant Superintendent”
 - b. Attention was called to the “Evaluation” section on page 4, check that box as part of what we do
 - c. It was confirmed that Mrs. Sanchez-Kazacos will remain as the chairperson for 2023-24
2. The committee approved the minutes from the May 31, 2023 meeting, noting one change – to correct the spelling of LEEANNE’s name.
3. Mr. Zuber discussed the external audit for the year ending June 30, 2023. Mr. Zuber shared the intent of the executive summary & provided a hardcopy handout of it. He summarized the information from 2022-23. Key highlights from the financial statement are noted below.
 - Audit opinion is unqualified, no material weaknesses, no significant deficiencies
 - Management discussion & analysis provides a general overview of what took place during the yr.
 - Corporate style financial statement & operating statements
 - General Fund – A summarized balance sheet (the main operating fund for the District)
 - Total value of assets
 - Reserves
 - Equities
 - Liabilities
 - Timing of Allocating funds
 - Transfers to the capital project
 - Retirements: rates went up from last yr. – should level off or go down next yr.
 - Pension System: net pension asset last yr. – this yr. net pension liability
 - Projected increases in both ERS & TRS
 - Unassigned fund balance right around 4%
 - Equities went down – planned use of fund balance
 - Reserve activities
 - Positive budget variance
 - 4th qtr. sales tax leveled off
 - Interest earnings with limited investments
 - Timing of yr. end purchases
 - Expenditure Summary – Spent approximately 96% of budget
 - Results of budgetary process
 - Staffing
 - Federal stimulus funds expire
 - ARPA funds end next yr.
 - 2025-26 budget will be impacted when stimulus funds disappear completely
 - School Lunch Fund – positive financial condition
 - Debt Service Fund
 - Special Aid Fund – as stimulus funds go away, will see expenditures drop as well
 - Capital Project – as funds are used, this may go into a deficit
 - The last page of the Financial Executive Summary is a corporate report that includes all capital assets, all long-term obligations & net position.
 - Health insurance costs & plan modifications made throughout the years

- Internal Control Related Matters
 - Very positive
 - No material weaknesses or significant deficiencies
 - No procedural recommendations for any items
 - Payroll report timing – additional checks & balances in place

Mr. Zuber & Ms. Austin left the mtg. @ 4:13 pm

Mr. Vespi noted that the Corrective Action Plan forms will be filed in January. Mr. Vespi also noted that the business office meets once per month to help with forecasting.

Ms. Winter reported on the Claims Audit Report. She noted how well things run at PCSD. No significant areas of concern. ARA (uniform cleaning) billing system changed, causing billing errors where accounts payable had to manually correct (every 2 weeks) each item on every bill. Gray area on what the state will allow staff to buy. A training presentation for allowable purchases will be shown on Superintendent's conference day.

Ms. Winter left the mtg. @ 4:21 pm

Mr. Vespi noted the three different types of exemptions that the district currently has (senior, disabilities with limited income, fire-fighters). He noted that the district does not have a veterans exemption. The town plans to bump up their exemption (sliding scale limits) due to inflation & they have asked if the district would be willing to do the same. This will be presented at an upcoming BOE mtg. for adoption after hearing back from the town.

Ms. Reister reviewed two tax certioraris' (GRHS - same property but crosses town lines). Will be fully vetted before bringing to the BOE.

Mr. Vespi briefly left the mtg. @ 4:27 pm

Mr. Vespi returned @ 4:27 pm

Ms. Reister continued with the following:

- Extraclassroom & Single audit dates (Oct. 16-18)
- Internal audit – Benefit's review (Oct. 23-25)
- Extraclassroom Training (9/20, 10/3 - 10/5) – Advisor training currently taking place

Mr. Vespi reviewed the following:

- Capital Reserves Review
- Tax Certiorari Reserve Review

A discussion ensued on the swimming project & reserve accounts.

Mr. Pero noted that next yr. at this time will be hellish when planning the budget for school yr. 2025-26. He shared that in order to help with that approaching difficult budget year, a new focus will be on staffing attrition & fully evaluating positions of those who leave, in an effort to keep jobs.

Adjournment: 4:34 pm

Respectfully submitted,



Deborah L. Carpenter
School District Clerk