

PITTSFORD CENTRAL SCHOOL DISTRICT

Audit Oversight Committee (AOC)

Wednesday, December 6, 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, T. Zuber (Mengel, Metzger Barr), K. Barrett (Freed Maxick CPAs, P.C.)

1. The committee approved the minutes from the October 4, 2023 meeting.
2. Mr. Zuber (the district's external auditor) presented the extra-classroom & single audits. Highlights below:
 - Extra-classroom Activity Funds (Student club accounts)
 - Funds outside the general fund & have nothing to do with the tax levy
 - Goal is to help students with how business operate & gain understanding of financial transactions
 - Certain challenges with checks & balances
 - Improvement in operations due to training & communication
 - The district performed well with minor findings in the collection & disbursement of funds
 - A corrective action plan was implemented

Mr. Vespi noted that the business office provides excellent training for all club advisors and when considering the substantial number of student clubs, the district is performing very well.

A discussion ensued on clubs & extracurricular activities.

- Single Audit
 - Federal funds received & has additional audit requirements that are non-financial in nature
 - Federally identified programs
 - The district is a low-risk auditee/entity
 - No findings
 - The district was complimented with doing a "good job" with monitoring the funds

A discussion ensued on federal audits on NYSED, & NYSED audits on school districts.

Mr. Zuber left the mtg. @ 4:00 pm

It was noted that the corrective action response for the extra-classroom audit was included in the packet. Both audits will go before the Board for approval.

3. Ms. Barrett (the district's internal auditor) presented the internal audit report. Highlights below:
 - Risk assessment area - Pay & Benefit Rates Coordination
 - Overall successful audit
 - Very minor items identified regarding entering data
 - Satisfactory rating received, which is the highest rating available
 - No findings
 - Systems & processes are consistent with other districts

It was noted that the corrective action response for the internal audit was included in the packet. This audit will also go before the Board for approval.

Ms. Barrett left the mtg. @ 4:13 pm

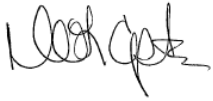
An update on the tax certiorari settlement was provided. It was noted that this is not a lowering of an assessment, but rather an exemption that was not granted. It is currently being vetted by the attorneys & the

tax impact has not yet been resolved. When finalized, it will be brought before the Board for approval & it will be paid for through reserves.

The status of the senior exemptions was reviewed. At this time it has been postponed, as no changes have been proposed by the Towns, which means no changes for the District. It was noted that there's not a lot of participation or interest. It is expected that this will be revisited in the future.

Adjournment: 4:21 pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Deborah L. Carpenter". The signature is stylized and cursive.

Deborah L. Carpenter
School District Clerk