

PITTSFORD CENTRAL SCHOOL DISTRICT

Audit Oversight Committee (AOC)

Wednesday, October 2, 2024

Barker Rd. Middle School – Mtg. Room 410

3:30 pm

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

1. AOC Charter Review
 - a. It was confirmed that Mrs. Sanchez-Kazacos will remain the chairperson for 2024-2025
 - b. Term length was briefly discussed
2. The minutes from the May 22, 2024 meeting were approved.
3. Mr. Zuber reviewed the external audit for the year ending June 30, 2024. Mr. Zuber shared the intent of the executive summary & summarized the information from 2023-2024. Key highlights from the financial statement are noted below.
 - Audit opinion is unqualified, meaning no material weaknesses, no significant deficiencies
 - Financial Condition and Budget Overview
 - Financial statements of the school district are very positive
 - General fund focus with key items from the audit report summarized in the executive summary
 - Assets and liabilities, emphasizing the retirement system and its obligations
 - Fund balances and their specific purposes, ensuring compliance with general municipal law
 - Reserve Funds and Budget Strategy
 - Importance of reserve funds, including employee and teacher retirement contribution reserves
 - The district's reserve plan is praised for its transparency and communication to the public
 - Use of capital reserves for specific purposes, such as cyber insurance claims
 - The district's strategic use of reserves, with a focus on maintaining a manageable budget surplus
 - Revenue and Expense Variance Analysis
 - Revenue side of the budget, noting strong property & sales tax performance
 - The district's investment program is praised for generating positive interest earnings
 - Impact of foundation aid on the budget
 - Management of federal stimulus funds & impact on the budget
 - Operating Surplus and Future Budgeting
 - Impact on future budgeting
 - Strategic use of reserves with a focus on maintaining financial health
 - Challenges of filling positions & impact on the budget
 - Federal stimulus funding has ended
 - Financial Statements and Long-Term Planning
 - Retiree health benefits & costs
 - Importance of long-term planning and communication with bonding agencies
 - Efforts to enhance procedural efficiency and automation
 - Internal Audit and Procedural Enhancements
 - No material weaknesses or material insufficiencies
 - Collaboration with payroll
 - Efforts to avoid payroll overpayments and improve documentation
 - Transparency in reserve funds and the district's five-year plan
 - Automating HR processes will improve efficiency & tracking

Mr. Zuber & Ms. Austin left the mtg. – 4:08 pm

Mr. Vespi noted that the approval of the audit as well as the corrective action plan will be on the agenda for the next BOE mtg.

Ms. Winter reviewed the Claims Audit Report. Highlights below.

- Warrant results
- Minor audit issues & resolutions (claims & corrective actions examined)
- Specific issues with vendor credits and overcharges
- Workshop training payment method
- Vendor service increased pricing – had to request corrected invoices every month
- Security charges corrected invoices
- Mr. Vespi noted vigilance on mileage claims – 30 days

Ms. Winter left the mtg. – 4:14 pm

Mr. Vespi suggested evaluating Ginny's performance & considering her valuation & compensation as an agenda item in May.

The following topics were noted. Highlights below.

- Audit of Payroll to take place October 15-18th – reports send & samples selected
- Collaborating with HR on overpayments & automation
- Extraclassroom training
- Review of reserve funds (also online)
- Transportation reserve – cost of buses (fuel & electric), subsidy, 5-year plan

Adjournment: 4:21 pm

Respectfully submitted,



Deborah L. Carpenter
School District Clerk