RyeNeckSchools

RYE NECK UNION FREE SCHOOL DISTRICT
300 HORNIDGE ROAD
MAMARONECK, NEW YORK 10543
AUDIT COMMITTEE OF THE BOARD OF EDUCATION
FEBRUARY 6, 2025

Present: Trustee Gloria Golle (Via Google Meet)
Trustee Erica Wagner (Via Google Meet)
Dr. Eric Lutinski, Superintendent of Schools (Via Google Meet)
Carolyn Mahar, CPA, Assistant Superintendent for Business (Via Google Meet)
Maria Gigi, Business Manager (Via Google Meet)
Jocelyn Donat, Community Representative (Via Google Meet)
Steven Robbins, CPA (Via Google Meet)
Mary Ellen Chiera, District Clerk (Via Google Meet)

I. Opening of Meeting

The meeting was called to order at 8:01 a.m.

II. Approval of Minutes

Upon motion duly made by Truste Golle and seconded by Trustee Wagner, it was

RESOLVED, that the minutes of the Audit Committee Meeting of October 9, 2024 be approved.

AYES: **All Present**
NAYES: **None**

III. Discussion

Annual Report from Claims Auditor, Steven Robbins, CPA

Mr. Robbins began by reviewing for the Committee the procedures performed when he reviews checks. He makes sure the voucher packet is complete in accordance with the District's policy, makes sure it includes a purchase order with an appropriate authorization signed by the purchasing agent and a receiving report signed by a receiving agent; makes sure it includes an original invoice dated after the PO; makes sure sales tax is excluded; and he makes sure the expenditures are reasonable public expenditures. If the expenditure requires three quotes or competitive bidding, he makes sure there is appropriate documentation that quotes or bids have been received.

Next, Mr. Robbins reviewed the statistics from the claims audit period for the past 4 years. In 2024 there were 3,005 claims audited with a total value of $49,865,890 with only 4 exceptions (0.13%), and in 2023 there were 2,957 claims audited with only 3 exceptions (0.10%). He compared Rye Neck's average exception percentage with four other districts with similar disbursement volume. Rye Neck was significantly lower than

the other districts at 0.13% compared to their 5% and 1% average exception percentages. Mr. Robbins observed that the exceptions were corrected timely and the staff cooperated fully during the claims audit process and they continue to monitor and address the exceptions as needed.

Finally, Mr. Robbins reviewed the additional services he performs which are review of payroll and review of bank reconciliations.

IV. <u>Executive Session</u>

Upon Motion duly made by Trustee Golle and seconded by Trustee Wagner, it was

RESOLVED, that the Audit Committee hereby agrees to move into executive session to discuss proposals for internal auditing services.

AYES: All Present
NAYES: None

V. <u>Adjournment of Executive Session, Reopening of Public Meeting and Adjournment of Public Meeting</u>

Upon motion duly made by Trustee Wagner and seconded by Trustee Golle, it was

RESOLVED, that the executive session be adjourned and the Public Meeting be reopened; and it was

FURTHER RESOLVED, that there being no further business before the Committee and upon motion duly made by Trustee Golle and seconded by Trustee Wagner, it was

FURTHER RESOLVED, that the Audit Committee Meeting of February 6, 2025 be adjourned.

AYES: All Present
NAYES: None

Chairman Wagner adjourned the meeting at 8:24 a.m.

Respectfully submitted,

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Mary Ellen Chiera
District Clerk