



Rochester Board of Education
Audit Committee Meeting
October 20, 2010
Minutes

Attendance: Commissioners Williams, Elliott, and White. Board Staff: Ms. Henry-Wheeler, Auditor General; Mr. Brown, Deputy AG.

Commissioner Williams convened the meeting at 6:07 PM.

- I. Approval of Minutes from Last Audit Committee Meeting:** The Minutes from the August 19, 2010 meeting were approved.
- II. OAG Status Update:** Ms. Henry-Wheeler provided a status on completed projects which included the Special Education Audit and all projects in process by the OAG. Ms. Henry-Wheeler discussed the upcoming optional contract extension of Freed, Maxick and Battaglia the District's External Auditor. The Auditor General will contact the City of Rochester to determine their plans to extend the External Auditor's contract. In order for the External Auditors to begin their preliminary audit work early next summer, the decision to extend their contract or to initiate a new RFP process must be made no later than February 2011.

Commissioner Williams expressed concern regarding monthly financial reports and their alignment with the CAFR. OAG will provide the Board with information from other districts to discuss this further.

Commissioner Williams stated that the Board should be able to request projects that should be performed and that the Audit Schedule should allow for such requests to be accommodated. Commissioner Williams stated he would like for the Auditor General be able to evaluate recent allegations by the media regarding the District's Firefighter's Program and provide recommendations for improvements, if applicable. Commissioner Elliott stated that the District's Firefighter Program was a high priority, high profile program. She questioned if the allegations of the District's Firefighter Program were warranted. Commissioner White recommended that the Firefighter's Program should be positioned to become the model for additional programs, such as a Police Academy and EMT Program. Dave Brown, Deputy Auditor General stated that the Auditor General has included Special Projects (including investigations) in the current Audit Schedule.

- III. Policy Review:** The Audit Committee received Financial Accountability, Claims Auditor, Audit Committee and Internal Auditor policy recommendations from the BOE Policy Committee. Commissioner Williams requested that the Audit Committee review the sample and proposed policies received and provide feedback at a later date.
- IV. Other Discussion Items:** Commissioner Williams stated that Claims Audit should provide monthly reports to the Audit Committee and to the Board.

Commissioner Williams expressed a concern that there is pressure being put on the Claims Audit Function to hastily pay claims by Administration and it should be addressed by the Board. The Committee suggested that perhaps Accounts Payable and any additional members of Administration that are pressuring Claims Audit to pay claims, be invited to an upcoming Audit Committee meeting to discuss Claims Audit's authority and function.

Commissioner Williams stated that a Peer Review is required for the Audit function. OAG staff communicated that the Auditor General is aware that a Peer Review must be performed and has begun work on this project. Commissioner Williams requested a status update on the Peer Review at an upcoming Audit Committee Meeting.

Adjournment: Meeting adjourned at 7:02 PM. This adjournment was moved by Commissioner Elliott and seconded by Commissioner White.