

Rochester Board of Education  
Audit Committee Meeting  
August 20, 2008

Minutes

**Attendance:** Commissioners Williams and White. Board Staff: Ms. Henry-Wheeler, Auditor General and Ms. Dunsmoor. **Absent:** Commissioner Powell.

Commissioner Williams convened the meeting at 5:35PM.

- I. Approval of Minutes from Last Audit Committee Meeting:** The Minutes from the June 4, 2008 Audit Committee Meeting were approved.
- II. OAG Audit Plan:** Anissa Henry-Wheeler reviewed the Office of Auditor General's 2008-2009 Risk Assessment and Audit Plan. Per Commissioner Williams' request, Ms. Henry-Wheeler will provide the areas reviewed in risk order to the Audit Committee to assist them in understanding the overall ratings assessed to each area. Commissioner Williams also requested a schedule to identify the timing of the audits on the Plan. This will also be forwarded at the next meeting. The OAG Audit Plan will be reviewed for approval by the Full Board at the September Board Meeting.
- III. Audit Committee Charter:** The Audit Committee Charter was discussed. The Audit Committee will evaluate the contents of the Audit Committee Charter at the next Audit Committee meeting. Commissioner White asked if a separate charter is required by law for the Office of Auditor General and whether it is necessary. Ms. Henry-Wheeler stated that an OAG Charter is not legislated; however, it is common practice to have a formal OAG Charter. Ms. Henry Wheeler will provide a draft OAG Charter for review and approval at the next meeting.
- IV. Financial Expert:** The Audit Committee will move forward with accepting resumes for a non –Board member Financial Expert to the Audit Committee. The request for a Financial Expert to the Audit Committee is to be sent all Board Members for input and/or referrals.
- V. OSC Status Update:** The Office of the State Comptroller's Auditors anticipates completing their audit at RCSD in late September.
- VI. Next Meeting:** The next Audit Committee meeting will be held during September. Commissioner Williams will provide Dannielle Belfiore with future dates for upcoming Audit Committee meetings.
- VII. Adjournment:** Meeting adjourned at 6:07PM.