

FIRE ISLAND UNION FREE SCHOOL DISTRICT

BOARD OF EDUCATION

Special Meeting Agenda

July 16, 2024

4:30 p.m.

Call to Order

Pledge of Allegiance

- ITEM 1 It is expected the Board will enter Executive Session to discuss and receive legal counsel regarding negotiations with the Fire Island Teacher's Association.
- ITEM 2 Financial – *Recommended for approval*
- a. Claims Auditor Report
 - b. Warrant
 - c. Cash Transfer
- ITEM 3 Adjournment

July 12, 2024

VIA EMAIL

Board of Education
Fire Island Union Free School District

***Re: Claims Audit Report for the Month of
June 28, 2024 through July 11, 2024.***

Board of Education:

I have completed my claims auditing services to the Fire Island Union Free School District covering the time period of ***June 28, 2024 through July 11, 2024***. The services I performed, as outlined within my proposal, include reviewing all claims against the district. The purpose of this report is to update the Board of Education on work performed to date, my findings, and recommendations.

For ease of reference, I have categorized the remainder of this report as follow:

Claims Audit Services

Exhibits

CLAIMS AUDIT SERVICES

The claims audit services performed on each claim against the district consisted of:

1. Verification of the accuracy of invoices and claim forms.
2. Ensuring proper approval of all purchases; checking that purchases constitute legal expenses of the school district.
3. Determining that purchase orders have been issued in accordance with Board of Education policy, and applicable state law.

*Re: Claims Audit Report for the Month of
June 28, 2024 through July 11, 2024*

4. Comparison of invoices or claims with previously approved contracts.
5. Reviewing price extensions, claiming of applicable discounts, inclusion of shipping and freight charges.
6. Approving all charges that are presented for payment which are supported with documentary evidence indicating compliance with all pertinent laws, policies and regulations.

Over the time period of June 28, 2024 through July 11, 2024 I have reviewed 32 claims against the District in the amount of **\$ 142,333.71** (See attached Exhibit I) I made inquiries and/or observations into 4 claims. It should be noted that currently, there are no outstanding inquiries in regard to the audit of claims made against the district for the period of January 1, 2024 through June 27, 2024. I have summarized the inquiries and/or observations as well as the resolutions within Exhibit II.

Please note that for comparative purposes, I have attached Exhibit II – “Summary of Inquiries/Resolutions” for each of the prior months.

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I trust that the foregoing comments are clear. If you have any questions or you would like to discuss this matter further, please contact me at Jofilipkowski@outlook.com or (631)662-2779.

Very truly yours,

Jo-Anne Filipkowski

Claims Audit By Fund

Fire Island Union Free School District

Exhibit I

Legend:	
A - General	H - Capital
C - Cafeteria	T - Trust & Agency
F - Federal	WC - Workers Compensation

Jul-24

Warrant Date	Warrant Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
07/11/24	07/12/24	4	A	32	142,333.71	4	1,243.14	4	-	2501 - 2532
TOTAL				32	\$ 142,333.71	4	\$ 1,243.14	4	-	
GRAND TOTAL				32	\$ 142,333.71	4	\$ 1,243.14	4	-	

Fire Island Union Free School District
Claims Audit
Schedule of Inquiries by Warrant Date
Exhibit III

Jul-24

Fund: A							
Inquiry #	Ck #	Amount \$	Vendor	Warrant #	Warrant Date	Reason For Inquiry	Resolution
1	2501	398.23	Bank of America Business Card	A-4	07/11/24	Sales Tax included on Invoice	Noted by Business Office
2	2511	418.91	Iron Mpountain	A-4	07/11/24	Invoice dated before Purchase Order	Noted by Business Office
3	2526	326.00	SCOPE	A-4	07/11/24	Invoice dated before Purchase Order	Noted by Business Office
4	2529	100.00	The OMNI Group	A-4	07/11/24	Invoice dated before Purchase Order	Noted by Business Office
TOTALS		1,243.14					
GRAND TOTAL		1,243.14					

FIRE ISLAND UFSD

Check Warrant Report For A - 4: Cash Disbursement July 17 Warrant For Dates 7/1/2024 - 7/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2501	07/11/2024	1999	Bank of America Business Card		398.23
2502	07/11/2024	4100	Carolines's Flower Shop		59.00
2503	07/11/2024	1004	Costello's Ace Hardware		187.42
2504	07/11/2024	1835	EASTERN SUFFOLK BOCES		40,911.13
2505	07/11/2024	1054	FIRE ISLAND FERRIES, INC.		186.63
2506	07/11/2024	2468	FIRST RELIANCE STANDARD LIFE INSUR.	8111	3,075.84
2507	07/11/2024	4082	Follett Conctect Solutions, Inc.		734.51
2508	07/11/2024	3074	GovConnection		54.24
2509	07/11/2024	2507	GUERCIO AND GUERCIO		4,796.66
2510	07/11/2024	1072	INC. VILLAGE OF OCEAN BEACH	8004	2,370.00
2511	07/11/2024	3156	Iron Mountain	8013	418.91
2512	07/11/2024	1020	KING KULLEN GROCERY CO., INC.		1,035.31
2513	07/11/2024	4004	Land Sea & Air		390.00
2514	07/11/2024	3066	MakeMusic, Inc.	8097	319.79
2515	07/11/2024	2871	Nassau-Suffolk School Boards Asso./	8040	2,750.00
2516	07/11/2024	4015	National Art Education Association	8106	70.00
2517	07/11/2024	1308	NYS COUNCIL OF SCHOOL SUP'TS.	8039	2,436.80
2518	07/11/2024	1119	NYS EMP. HEALTH INS PENDING A/	8009	67,852.33
2519	07/11/2024	1122	NYS UNEMPLOYMENT INSURANCE		6,037.64
2520	07/11/2024	1449	NYSSMA	8036	200.00
2521	07/11/2024	2813	PEST PRO EXTERMINATING COMPANY		115.00
2522	07/11/2024	1612	Pitney Bowes	8006	227.97
2523	07/11/2024	3580	PSEG Long Island, LLC		2,009.90
2524	07/11/2024	3102	Richard Security	8034	144.21
2525	07/11/2024	4074	Rockalingua	8104	299.00
2526	07/11/2024	1090	SCOPE	8085	326.00
2527	07/11/2024	3351	Suffolk County Comm., Inc.	8029	499.20
2528	07/11/2024	3185	Suffolk County Music Educators' Association		20.00
2529	07/11/2024	3063	The Omni Group	8116	100.00
2530	07/11/2024	2485	TOWN OF ISLIP		3,425.86
2531	07/11/2024	4057	Travis Davey		200.00
2532	07/11/2024	2431	VERIZON WIRELESS		682.13

Number of Transactions: 32

Warrant Total: 142,333.71

Vendor Portion: 142,333.71

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 32 in number, in the total amount of \$142,333.71. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

