Audit & Finance BOE Sub-Committee
Thursday, November 20, 2025
4:00 - BOE Conference Room - OHS
410 W. Sullivan St.
Olean, NY

Generated by Jackie Reed on Thursday, November 20, 2025

1. OPENING ITEMS

A. Meeting called to order at 4:00 pm

B. Present: Kevin Stevens, Chairperson; Julio Fuentes, Jenny Bilotta, Business Administrator; Jackie Reed, District Clerk; Dr. Genelle Morris, Superintendent - via Zoom; Dan Stetz, Claims Auditor

Absent: Lee Filbert, Rene' Garrison

2. DISCUSSION ITEMS

A. Claims Auditor Report

Dan Stetz, the District Claims Auditor, presented a summary of the monthly reports that were submitted over the past year.

- There were 75 overall incidents total throughout the year, which is down by 6 from the prior year.
- Out of 18 total issues found, there were 3 with increased issues, and the rest were the same or less than last year's report
- The three issues with higher incidents were:
    - Invoice date was prior to the PO: 31 total (+7)
    - Late payment fee / interest charge: 10 incident (+1)
    - Claim contained invoice more than 30 days past due: 14 incidents (+9)

All orders should be going through the business office and shipping Office. The claims auditor suggested a district-wide reminder that if an employee receives an item directly from a vendor, they need to check in with the business office. Jenny Bilotta prefers to address the situations immediately at each occurrence.

The detailed report is on file in the business office and the District Clerk's Office.

B. Policy Review

The committee reviewed policy #5413 - Procurement: Uniform Grant Guidance for Fedral Awards.
After discussion, it was recommended to present to the BOE at the December 9, 2025 Regular Meeting.

C. Other

The Audit & Finance Committee will begin to look at the 2026-27 budget in December.

The Federal Government shutdown did not impact the district severly;, and the October CafeteriaFund payment was recieved; however, we are still waiting for September's payment.

The District's requests for funds were held until the shutdown was over.

3. ADJOURNMENT

A. Meeting Adjourned at 4:38 p.m.

The next meeting is scheduled for 4:00 p.m. on Thursday, December 18, 2025 in the BOE Conference Room.