

Olean City School District  
Audit Committee Meeting  
410 West Sullivan Street  
Monday, February 4, 2013  
12:00 p.m.

Present:        Laurie Branch                Colleen Taggerty  
                 Kathy Elser                    Lynn Corder  
                 Vicki Zaleski-Irizarry

Unofficial Meeting – due to number of board committee members present

#### RFPs for Internal and External Auditors

- Kathy noted the last RFP was done 5 years ago
- By law, have to go out every 5 years
- Kathy has prepared an RFP which will be share with committee members
- Hope is for RFP to be submitted to vendors and returned before June

#### Updated Claims Auditor Evaluation

- Lynn presented the updated evaluation and job description
- BOE to review the evaluation and vote on it at a March BOE meeting
- The Audit Committee as a whole will provide evaluation input and the Audit Committee chair would sign it as well as the Claims Auditor

#### Committee Goals

- Supervise and Evaluation (internal and external) Auditors – could use the same evaluation (with minor revisions) as the Claims Auditor – Lynn Corder will devise and bring forward at the next meeting
- Capital Project Testing – Kathy and Dave DiTanna have been playing phone tag; finally connected and Dave proposed this testing be done at the end of March; Risk Assessment to be done in May; STAC audit is not Dave's area of expertise – BOCES could be a source

#### Other:

- SpyGlass is currently evaluating the District's phone bills – will have a report ready for the next Audit Committee meeting on its findings.
- GASB – the additional requirements will cause more work for Bernie Donegan's office – will result in an increase of \$500 for services

Meeting adjourned at approximately 12:45 p.m.