

Olean City School District
Audit Committee Meeting
410 West Sullivan Street
Monday, March 18, 2013
12:00 p.m.

Present:	Laurie Branch (via phone)	Eric Garvin
	Colleen Taggerty	Lynn Corder
	Vicki Zaleski-Irizarry	

DRAFT RFPs

- It is required by law that the District go out to bid for internal and external auditing services
- Kathy will be sending out RFPs and hopes to have them returned by June
- Kathy has spoken to both the internal and external auditors regarding the District bidding of auditing services
- RFPs that are received will be send to committee members to review
- Kathy will devise a matrix to use during the interview of auditors

SpyGlass Findings

- Kathy noted that she has not received a written report as of this date
- Kathy has send numerous phone bills to SpyGlass
- SpyGlass will get 50% of the actual savings that it identifies

Auditor Evaluations

- Lynn Corder has finalized the evaluation to be used for the District's Claims Auditor
- Kathy will devise Internal and External Claims Auditor Evaluations based on the RFP for Auditing Services
- A sample of all three evaluations will be emailed to the committee to review prior to its April 15th meeting

Sodexo Audit

- Colleen noted that per the District's request, Sodexo toured District facilities and compiled a Facilities Grading Rubric
- Based on the findings Colleen, Kathy, and Dave Fidurko will develop a 5-year equipment replacement plan as well as a well defined maintenance and maintenance supply plan/budget
- Staffing will be assessed
- Monthly walk-thrus are being completed between the building principal, the Superintendent of Buildings and Grounds, and the head maintainer at each building – checklists/punch lists are being created
- The audit has been shared with Dave Fidurko and will also be discussed at the March 19th Buildings and Grounds Committee Meeting

Committee Goals:

- Policies Procedures for HS – Colleen noted that she has been in touch with BOCES; Lynda Quick noted that she would be available after the 1st of the year to review the District's procedures/practices for interviewing, hiring, terminating, etc.
- Internal Controls Tracking Sheet – Laurie asked that Kathy send out to the committee with a noted that it has not been updated undated since the last meeting it was presented at – Dave DiTanna's staff will be conducting the internal controls audit by the end of March and findings will be incorporated

Meeting adjourned at approximately 12:35 pm

Next Meeting: April 15, 2013