

Olean City School District
Audit Committee Meeting
Monday, June 24, 2013
410 West Sullivan Street
12:00 p.m. – HS Board Room

Present:	Laurie Branch Colleen Taggerty Mike Martello (via phone)	Kathy Elser Lynn Corder Vicki Zaleski-Irizarry
Guest:	Donna Howard (BOCES) Rob Prince	Dave DiTanna (BWB)

Capital Project Testing and Risk Assessment

- Dave DiTanna noted testing was performed on specific capital project funds during the period from January 1, 2012 through May 15, 2013; the District was commended for instituting strong controls over its capital project
- Internal Control Risk Assessments are required by NYS Comptroller's regulations – the District has had an assessment completed on an annual basis since 2006; Dave DiTanna noted the District has made significant strides by addressing recommendations and have introduced new controls and commended the District for its good governance and strong internal controls
- A copy of the reports will be sent to BSP prior to their on-site visit August 12 & 13 to conduct the annual audit (BSP will submit an engagement letter in July)

HR Processes Review

- Donna Howard from BOCES noted the objective of the review was to provide the district with confirmation and/or recommendations related to the implementation of procedures
- Areas reviewed include the hiring process, job descriptions, interview process, fingerprinting, board policies distribution, employee/teacher handbook, employee evaluations, discrimination & employee rights, anti-harassment, and implementation of board policies

Donna Howard exited the meeting at 12:52 pm

DRAFT RFP's for internal and external auditors

- Included in the meeting packet for review
- Timeline is outlined in the RFP

JP Morgan P-Card Project

- Kathy noted a separate warrant report will be issued

Internal Tracking Sheet – review of completed items list

- The report consists of 17 pages of items

Sale of Real Property Costs

- The committee discussed the fees associated with the sale of property

Committee Goals for the 2012-2013 School Year – the committee's goals have been completed

- Policies Procedures for HR
- Continue to monitor the Internal Controls Tracking Sheet Supervise and evaluate auditors (internal, external, and claims)

Meeting adjourned at approximately 1:00 p.m.

Next meeting: July 2013 TBD