

Olean City School District
Audit Committee Meeting
Monday, July 22, 2013
410 West Sullivan Street
12:00 p.m.

Present:	Laurie Branch – via phone	Mike Martello – via phone
	Colleen Taggerty	Kathy Elser
	Vicki Zaleski-Irizarry	

Engagement Letter

- Reviewed the external auditor engagement letter

Audit Committee Charter

- Reviewed the charter – will be placed on the August 6th BOE agenda for approval

Internal Claims Auditor Evaluation

- Kathy to bring form with her to the August 19th meeting
- The committee will complete the evaluation
- Meeting with Dan Stetz will be held in September to review the evaluation

Real Property Sale Costs

- The committee discussed the legal fees associated with selling real property

Internal Controls Tracking Sheet

- Kathy added the items from the Risk Assessment and Capital Project Testing

Committee Goals:

- HR Audit
- Continue to monitor the Internal Controls Tracking
- Reappoint internal and external auditor (RFP submitted)
- Supervise and evaluate auditors (internal, external, and claims)

Meeting adjourned at approximately 12:30 p.m.

Next meeting August 19, 2013