

Olean City School District
Audit Committee Meeting
410 West Sullivan Street
Monday, December 10, 2012
12:00 p.m.

Present: Dan Harris Colleen Taggerty
 Lynn Corder Kathy Elser
 Vicki Zaleski-Irizarry

Internal Audit Tracking Sheet

- Kathy requested that items completed be removed from the list

Claims Auditor Evaluation process

- Lynn reviewed the Job Description
- Lynn reviewed the draft Claims Auditor Evaluation form
- The Job Description and Evaluation form will be emailed to committee members not in attendance
- Audit Committee Charter will need to be reviewed

Committee Goals

Policies Procedures for HR

- Colleen has requested a timeline from BOCES

Other:

Feasibility Study Recommendation - Special Education Audit

- Review processes, procedures, and efficiencies
- Completed by Harris Beach attorney who is well adverse in Spec Ed law
- Based on audit conducted of student files – information was confidential
- Phone conference held at July Audit Committee meeting
- No hard copy distributed due to confidentiality
- Per Kathy – all federally funded programs must be audit which are included and itemized in the annual audit which is posted on the website

Feasibility Study Recommendation - review of BOCES Classes

- Meetings held with Marcie Richmond and Deb Golley (BOCES)
- Several BOCES classes were brought back in-house

Civil Rights Compliance Report

Lynn noted that it has been completed and submitted December 6, 2012

An advisory session of the Audit Committee meeting was held with discussion and recommendations made pertinent to the agenda. Recommendations will be acted upon at the next scheduled meeting.

Meeting adjourned at approximately 12:30 p.m.

Next meeting: January 28, 2013 at noon.