

Olean City School District  
Audit and Finance Sub Committee Meeting  
Thursday, February 17, 2022  
4:00 p.m.  
Board Room

Present:        Paul Hessney                                Karen Geelan – ZOOM  
                     Janine Fodor – ZOOM                        Mary Hirsch-Schena  
                     Jenny Bilotta    Aaron Wolfe  
                     Vicki Zaleski-Irizarry

Observer:        Ira Katzenstein – ZOOM                        Andrew Caya - ZOOM

#### Cafeteria P/L

- Jenny noted the cafeteria is doing well
- The district will receive additional revenue from the federal government for the increase cost of supplies
- Two milk coolers and two reach-in coolers will be purchased with funds received from the FY 2020 Equipment Grant received by the District
- A walk-in cooler will be replaced in the OHS Cafeteria through the Capital Project with funding from the Cafeteria
- WW kitchen will be upgraded during the capital project

#### General Fund Cash Flow

- Jenny reviewed the statement through January
- Received STAR Aid from NYS
- Anticipate a 13% increase for health insurance premiums for the next school year

#### Internal Audit Report Corrective Action Plan

- Jenny noted BWB presented the Risk Assessment and Internal Controls testing reports at a previous meeting
- Based on the results of the testing and recommendations, an Action Plan has been devised covering the following areas:
  - Policies and Procedures – School Fund Transparency Reporting
  - Purchasing and Cash Disbursements – Receiving Clerk
  - Payroll – Leave Time, Time Sheets, Flex Time, Changes to Timesheets and Time Off Requests
    - Have devised procedure regarding flex time
  - Maintenance – Supplies and Equipment
  - Transportation – Contracts
  - Federal and State Grants – Uniform Guidelines
  - Extra-Curricular Activities – Point of Sale, Cash Disbursements, etc.
  - Information Technology – IT Intrusion, Privacy Act, Pandemic
  - Food Service Program – Inventory Control programs will be implemented
- Reports will be accepted at the March BOE meeting

## 2022-2023 Budget Presentation

Jenny discussed the following:

- a. Vehicle Reserve – will be a proposition on the May ballot
- b. Tax Cap Calculation – will discuss further at a meeting with Bernie Donegan's office

Also reviewed the historical tax cap calculations

- c. Executive Budget Proposal - state aid proposal from NYS
- d. BOCES Cost Methodology – adopted by the BOE at its February 15<sup>th</sup> meeting
- e. 22-23 BOCES Budget – reviewed historical information from 2017-2018 through 2021-2022 including the proposed 2022-2023 budget

Special ed costs continue to rise; Future Education recently conducted an audit; findings forthcoming

Other:

Enrollment is decreasing; will be evaluating vacancies due to resignation and/or retirement

Meeting ended at 5:30 pm.

Next Meeting: Thursday, March 17, 2022 at 4:00 pm