

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

Present:	Andrew Caya	Lee Filbert
	Ira Katzenstein	Jenny Bilotta
	Genelle Morris	Vicki Zaleski-Irizarry

Claims Auditor Report

Dan Stetz reported on the following:

- Internal Claims Auditor Report
- Purchases made prior to PO
- Missing packing slips
- Late payment fee or interest charge
- Missing original sales receipts
- Proper purchasing procedures not being followed
- Payroll issues

Jenny has addressed the above issues with staff

Minimum Wage Impact on Substitute Rates

- Jenny noted minimum wage will be increased to \$14.20 on December 31, 2022
- Jenny reviewed sub rate comparison – cost analysis will be presented at the next meeting
- Wages will have to increase for support staff

23-24 Budget Development

Jenny discussed the following

- a. Priorities – students, academic achievement/capacity, AIS, student services, equity in programs, mental health and wellness, special ed programs, literacy
- b. Assumptions – revenues and expenditures; staff analysis will be completed, master schedules will be reviewed, COVID Funds expiring, staff retirements
- c. Tax Levy – will there need to be an increase?

Policy Review

1334 – Duties of the External Auditor

1335 - Duties of the Claims Auditor

1339 – Duties of the Internal Auditor

5573 – Internal Audit Function (currently part of policy 5600)

Meeting ended at 5:50 pm

Next Meeting: Thursday, December 15, 2022 at 4:00 pm

