

Audit and Finance Sub Committee Meeting  
Thursday, April 13, 2023  
4:00 p.m.  
Board Room

**MEETING MINUTES**

1. Internal Audit Presentation – Dave DiTanna, Buffamante Whipple Buttafaro, P.C.
  - a. Dave DiTanna, Auditor from Buffamante, Whipple, Buttafaro, P.C. presented the Internal Audit Report for field work conducted in June 2022.
2. Risk Assessment – Dave DiTanna, Buffamante Whipple Buttafaro, P.C.
  - a. Dave DiTanna, Auditor from Buffamante, Whipple, Buttafaro, P.C. presented the Risk Assessment for the 22-23 school year.
3. Internal Audit Corrective Action Plan – Jenny Bilotta
  - a. Jenny presented the Corrective Action Plan for the Internal Audit Report. Many of the suggestions had already been made given that the field work was completed in June 2022. There are additional measures being taken to make the payroll and HR process more efficient and paperless.
4. Natural Gas Bid
  - a. The District will once again participate in the Natural Gas Cooperative Bid through Wayne Finger Lakes BOCES.
5. 23-24 Final Budget Presentation
  - a. Jenny presented the final 23-24 budget. The debt service budget was decreased due to a change in the financing timeline for the capital project. Equipment budgets were increased due to many one-time expenditures being needed. Revenues were also decreased for Medicaid and BOCES Revenue Reimbursements expected to decrease.
6. Property Tax Report Card
  - a. Jenny reviewed the property tax report card, including the estimated appropriated fund balance as of March 31, 2023 and June 30, 2023. She also reviewed the current reserves and discussed potential transfers and uses of the reserves.
7. BOCES 23-24 Administrative Budget
  - a. Jenny discussed the BOCES Administrative Budget. Jenny and Ira attended the BOCES Budget Presentation and enjoyed a fantastic dinner put on by the Culinary Arts Students. The BOCES budget is going up 8% but they are facing many of the same inflationary costs that we are facing. Jenny reminded everyone that the CPI for budget development purposes is also at 8%.

Next Meeting: Monday, May 15, 2023 at 3:30 pm \*\*\*change of date