



## JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

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Audit Committee Meeting  
Wednesday, December 4, 2019  
District Office Conference Room

Member(s) present:

K. Guerrette, B. Yard, J. Froio, J. Schue, R. Miller

Member(s) absent:

S. Fordyce (excused)

Others present:

R.J. Hartwell

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### Minutes

- Mrs. Guerrette called the meeting to order at 5:32 pm.
- Ms. Miller distributed a revised *Revenues & District Investments Policy (#5221)* which complies with the State Comptrollers accounting bulletin regarding Deposit Placement Programs. This was recommended by Raymond F. Wager, CPA, P.C. in the report Communicating Internal Control Related Matters Identified in an Audit for the fiscal year ended June 30, 2019. Mrs. Guerrette stated that the policy should be emailed to the policy committee so that it can be added as a first reading to the December 18, 2019 Board of Education meeting.
- Ms. Miller distributed the Tentative Extraclassroom Activity Funds Financial Report for the year ended June 30, 2019. There were a couple of current year internal control deficiencies which were noted and will be addressed in a Corrective Action Plan. Mr. Yard suggested that sealed or locked deposit bags be used and funds taken directly to the bank after a fundraising event if the funds cannot be safeguarded on district property.

Mr. Froio was happy to report that per the audit of the Extraclassroom Activity funds report several prior year recommendations had been implemented.

Ms. Miller noted that as per Board Policy funds from three inactive clubs were transferred to the Student Government at the end of June 2019.

- Ms. Miller distributed the Tentative Single Audit Report relative to federal funds and was happy to report that there were no findings. (Thank you, Mrs. Schue.)
- The last external audit RFP was done in 2014. While everyone is very pleased with the services and expertise of Raymond F. Wager, CPA's, PC., Mrs. Guerrette and Mr. Yard gave direction to issue another RFP for external audit services with the same timeframe requirements.
- Mrs. Guerrette adjourned the meeting at 5:53 pm.