

Audit Committee Meeting Minutes- December 1, 2021 at 5:30 PM

The meeting began promptly at 5:30 pm in the Elbridge Elementary cafetorium. Present: Jim Froio, Karen Guerrette, Bill Yard, RJ Hartwell, Thomas Zuber from Mengel, Metzger, Barr & Co. auditing service firm.

Tom reviewed the process of auditing the Jordan-Elbridge Central School District's federal grant funds record keeping as well as that of the extracurricular activities funds for the high school and the middle school. No material weaknesses were found. No corrective action plan was noted for the federal grants (single audit).

Corrections were recommended for the functions of the extracurricular funds. See the corrective action plan dated 12/2/21 for details. Notably: the class of 2022 conducted a raffle, class of 2020 made deposits excessively past receipt of collection of funds, the class of 2021 gave a cash advance of \$250 that was not supported by original receipts and totaled less than the amount advanced, the Middle school yearbook club did not maintain a separate student set of books compared to the club advisor, and a list of inactive clubs were recommended for review.

The meeting concluded at 5:49 pm. The group noted their appreciation for Tom in joining the committee and reviewing said materials.

Respectfully submitted.

RJ Hartwell

Assistant Superintendent for Business and Finance