



BATAVIA CITY SCHOOLS

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Scott C. Rozanski, Business Administrator

Minutes of Audit Committee Meeting – January 21, 2014

Audit Committee Members: Phil Ricci

District Employees: Christopher Dailey (Superintendent), Scott C. Rozanski (Business Administrator), Sally Sanford (Treasurer), Nancy Mitchell (Claims Auditor), Pam Buresch (Medicaid Compliance Officer)

Internal Claims Auditor: Nancy Mitchell reviewed the findings from September 27, 2013 through January 21, 2014. There are no significant findings to report.

Medicaid Update: Ms. Buresch again reported that there were no findings on the testing performed for the latest audit (July 2013 through November 2013) \$0 of errors but a few miscodes regarding 30 minute sessions and transportation. Approximately 23% of the students receiving Medicaid are being selected for the District's self audit. A concern that continues is that out of district providers (ODP) are not providing proof of attendance in a timely manner. The District will inform ODPs that attendance logs must be submitted with session notes and invoices. This is of concern because the timing for submitting claims to Medicaid to avoid claim denials has been greatly reduced.

Minutes: The minutes of the September 17, 2013 audit committee were read.

Budget Update: General fund payroll accounts are relatively flat with 2013-14.

Tax Cap: The CPI for the tax cap calculation is 1.46%.

Tax Update: There have been three (3) significant school tax reductions since this year's tax levy which was set in September 2013. This has resulted in a reduction of \$477,914 in tax collections. The Tax Certiorari Reserve had a beginning July 1, 2013 balance of \$291,910. After depleting the reserve, the tax levy will be short approximately \$186,004 in 2013-14. The audit committee was given an update on the Veterans exemption that school can adopt this year. The preliminary numbers indicate about 2% of the assessed valuation is affected which would cause an increase in the tax rate of approximately \$0.43 or almost 2%.

M&T Bank Collateral: Since notifying M&T after the last meeting that our audit committee experts were looking into their request, the District has not heard back from them requesting us to pursue their request for us to switch collateral to the letter of credit.

Internal Auditor Risk Assessment: An update of the 2012-13 internal audit risk assessment was provided. The auditors from Raymond F Wager's office are out now performing this years' risk assessment.

Next Meeting: The next meeting is tentatively set for May 2014 unless something arises.

Respectfully Submitted,

Scott C. Rozanski,
Business Administrator/Board of Education Clerk