



**BATAVIA CITY SCHOOLS**

260 State Street

Batavia, NY 14020

(585) 343-2480, Fax: (585) 344-8204

***Scott C. Rozanski, Business Administrator***

---

Minutes of Audit Committee Meeting – March 25, 2014

Audit Committee Members: Phil Ricci, Jim Mungillo, Michael Grammatico

District Employees: Christopher Dailey (Superintendent), Scott C. Rozanski (Business Administrator), Sally Sanford (Treasurer)

Others Present: Tom Lauffer, Raymond F. Wager CPA PC

**Internal Auditor:** Mr. Tom Lauffer reviewed the findings from 2013-14 Risk Assessment. There are no significant findings to report and noted that since the five point plan was implemented in 2005 the District has made many improvement. A discussion occurred regarding the timing of employee reimbursements. The audit committee recommended looking at the process, expediting the time frame for employees to submit reimbursement claims (ie monthly or by the 15<sup>th</sup> of the month) and to evaluate various software products for submitting reimbursement claims. Non audit committee members were excused for executive session. Non audit committee members later returned and the areas of additional testing were discussed.

**Minutes:** The minutes of the January 21, 2014 audit committee meeting were approved.

**Budget Update:** Mr. Rozanski updated the committee on the status of the 2014-15 Budget.

**Debt Service Fund:** Mr. Rozanski presented the forecast for the Debt Service Fund and several strategies to sustain the fund. Over the past four years NYS has taken back approximately \$1.7 million in Building Aid which has depleted the Debt Service Fund more rapidly than expected. The committee is recommending an option that provides higher initial level contributions which decrease over time.

**Next Meeting:** The next meeting is set for May 13, 2014.

Respectfully Submitted,

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