



BATAVIA CITY SCHOOLS

39 Washington Ave

PO Box 677

Batavia, NY 14021

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

Scott C. Rozanski, Business Administrator

February 1, 2010

Minutes of Audit Committee Meeting (1/25/10)

Audit Committee Members attending: Wayne Guenther, Phil Ricci, Gary Stich

District Employees attending: Margaret Puzio (Superintendent), Scott Rozanski (Business Administrator) and Barbara Kapperman (District Treasurer)

Others attending: Steve Hyde

Minutes: The audit committee reviewed and approved the minutes of December 7, 2009

State Comptroller Audit: Mr. Rozanski reviewed the status of the audit findings, clarified that some findings were not errors and updated the committee on the corrective measures taken to date. In anticipation of next week's audit committee, Mr. Rozanski will work on finalizing the corrective action plan that will need to be submitted to the Comptroller's office by February 11, 2010. Mr. Rozanski will send the audit committee members the tentative correction action plan for review.

Budget: The committee provided guidance on the 2010-11 budget and future years after reviewing a variety of information such as the status of reserves, current preliminary budget for 2010-11 and the overall state of the economy including NYS. The committee recommended putting a plan together that had a consistent tax levy.

Auditor RFP's: Mr. Rozanski updated the committee that the RFP's for all the required audits have been received. The committee decided to interview in later February or March for the various auditors that the district contracts with. A spreadsheet will be emailed to the committee members indicating the costs. It should be noted that the RFP's need to be reviewed since there are differences in the costs and what it includes.

Point of Sale: Mr. Rozanski provided the committee with an update of the POS implementation.

Next Meeting: The next meeting will is tentatively set for February 2, 2010.

Respectfully Submitted,

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