



BATAVIA CITY SCHOOLS

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Scott C. Rozanski, Business Administrator

February 2, 2010

Minutes of Audit Committee Meeting (2/2/10)

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

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

Minutes: The audit committee reviewed, made one correction and approved the minutes of January 25, 2010.

Review State Comptroller Audit Corrective Action Plan: Mrs. Puzio reviewed the draft corrective action plan with the audit committee. After review of the draft plan the audit committee unanimously approved the corrective action plan and recommended that the Board of Education approve the corrective action plan at its February 8, 2010 meeting. The plan must be submitted by February 11, 2010.

Auditor RFP's: The committee reviewed the summarized RFP costs and services and decided to interview two (2) firms for the external audit and to stay with the District's current internal auditor. The District will review the internal claims audit position and provide the audit committee with additional information at the next audit committee meeting.

Reserve Summary Document: Mr. Rozanski handed out a document that he received at a GV BOCES workshop regarding Reserve funds. Raymond F. Wager presented and summarized each reserve available and the conditions to fund, expense and transfer if needed. He also reviewed sample reports that District should consider providing to the Board or Audit Committee.

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

Respectfully Submitted,

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