



BATAVIA CITY SCHOOLS

39 Washington Ave

PO Box 677

Batavia, NY 14021

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

Scott C. Rozanski, Business Administrator

October 12, 2010

Minutes of Audit Committee Meeting (7/26/10)

Audit Committee Members attending: Jim Mungillo, Gary Stich, Wayne Guenther

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

Others Present: Tom Lauffer (Raymond F. Wager), Jeff Chuhta (Raymond F. Wager) and Mary Ellen Juliano (Internal Claims Auditor)

Internal Auditor Risk Assessment review: Mr. Lauffer and Mr. Chuhta presented the draft internal auditor risk assessment to the audit committee. The audit committee recommended that the District have the corrective action plan finalized before the external audit is complete and also to address all the high risk items immediately.

Minutes: The minutes from June 21, 2010 were reviewed and approved.

Internal Claims Auditor: Ms. Juliano reviewed the results of the first internal claims audit and her initial training. Most of the claims audit findings were related to mileage reimbursements. Ms. Juliano is also scheduled to receive additional training later this month and again in September. The audit committee would like to take a proactive approach in resolving items and requested that Ms. Juliano work with the business office to help organize the claims process and to help simplify the forms and directions for the staff.

Reserve Fund Policy: The audit committee reviewed the draft of the sample policy and made some changes.

Next Meeting: The next meetings are tentatively set for August 23, 2010 and September 27, 2010.

Respectfully Submitted,

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