



BATAVIA CITY SCHOOLS

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Scott C. Rozanski, Business Administrator

November 22, 2006

Minutes of Audit Committee Meeting (11/14/06)

Audit Committee Members Attending: Wayne Guenther, Jim Mungillo, Phillip Ricci, Gary Stich, Chris White.

District Employees attending: Richard Stutzman (Superintendent), Scott Rozanski (Business Administrator) and Barbara Kapperman (District Treasurer/Purchasing Agent).

Review of the Internal Auditor RFP's: Four RFP's were received (Raymond F. Wager; Lumsden & McCormick, LLP; Buffamonte Whipple Buttafaro, PC and The Bonidio Group). A summary of the costs was also prepared and reviewed. After much discussion, the committee chose to evaluate the RFP's from Raymond F. Wager and Lumsden & McCormick. Scott and Barb will review the RFP's and generate a list of questions, concerns or comments and distribute to the audit committee on November 21, 2006. The audit committee will review the list and then finalize the additional questions from the two firms. It is anticipated that a decision (after a verbal telephone conference with each of the firms during the audit committee's next meeting) will be recommended to the Board of Education on December 5, 2006.

Charter: The draft of the charter was reviewed. A few minor changes will be made and it is anticipated that the audit committee and the BOE will adopt the revised charter on December 5, 2006.

Purchasing Guidelines: The draft copy of the purchasing and payment process for Batavia City School was approved. It will be considered a working document and will change slightly when we convert to the new financial system (Finance Manager) in January 2007.

Review of Omni 403b proposal: Scott provided the audit committee with a proposal from the Omni group. Omni will insure that our 403b plans will pass and IRS audit. There is an initial cost for the set up fee and then a \$26.78 fee per participant. More information and evaluation is needed. Mr. Stutzman will check with our attorney regarding the proposal and if the annual costs can be passed on to the participants.

Student Accounts: Our new Central Treasurer (Mary Ellen Juliano) has been working hard to clean up the student accounts to comply with the District policies and procedures. She has closed several inactive accounts in accordance with the policy. There are several issues that she has brought to Scott's attention. Scott will draft a memo "from the Audit Committee" and we will attempt to correct the situations before the internal audit begins.

Corrective Action Plan: The responses to the management letter comments were distributed to the audit committee.

Next Audit Committee Meeting: December 5, 2006 at 5:00 PM in the Board of Education Conference Room.

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