

Schenectady City School District
AUDIT COMMITTEE MEETING MINUTES
April 13, 2011
108 Mont Pleasant – BOE Conference Room

Committee Members:

Andy Chestnut	Chair, Audit Committee	atrammellc@me.com
Cathy Lewis	President, BOE	lewisc@schenectady.k12.ny.us (arrived 9:20 p.m.)
Larry DeAngelus	Committee Member	LDeAngelus@HRBC Law.com (arrived 7:30 p.m.)
Steven Weisse	Community Member	sweisse@nycap.rr.com
Dave Weiser	Chief Business Official	weiserd@schenectady.k12.ny.us
Jim Alescio	Chief Fiscal Officer/Treasurer	alescioj@schenectady.k12.ny.us

Auditors

Michael W. Rossi	West & Company
Amy M. Cecilia	West & Company
Emily Kindt	Bonadio & Company

The meeting was called to order at 7:10 p.m. by Mr. Weisse and Mr. Chestnut.

1. **External Auditor – Bonadio (2010-2011 Audit) – Emily Kindt**
 - Review of attachment
 - Will send out engagement letter

2. **Internal Auditor – West & Company – Michael W. Rossi & Amy M. Cecilia**
 - a. **Draft Report of Receipts**
 - Presentation – see attachment

 - b. **Draft Report for School Lunch and Breakfast Receipts and Operations**
 - Presentation – see attachment

3. **Review of 2/9/11 Audit Committee Meeting Minutes.** Accepted by Mr. Chestnut and seconded by Mr. DeAngelus (4-0)

4. **Closing Comments**
 - Internal Auditor to review overtime, time and attendance practices. Motion by Mr. Weisse and seconded by Mr. DeAngelus (4-0) to request this be done by June 30, 2011.

- Next Steps**
 - Review history on adults meal prices
 - Provide an organizational chart of the Business Office to the Audit Committee
 - Resend Whistleblower Policy to the Audit Committee

5. **Next Meeting**
 - May 11, 2011 at 7:00 p.m. – Mont Pleasant BOE Conference Room

Motion to adjourn was made by Mr. Weisse and seconded by Mr. DeAngelus at 9:48 p.m.