

REGION 9 BOARD OF EDUCATION
Special Audit Committee Meeting
July 26, 2017 - 5:30 PM
Joel Barlow High School – Career Center
Minutes

Committee Members present: Scott Reiss, Walter King, Todd Johnston, Scott Bassett (by phone)

Public: None

I. Call to Order

Mr. King called the meeting to order at 5:36 p.m. in the Joel Barlow High School Career Center.

II. Approval of Minutes:

Motion: Move to approve June 7, 2017 meeting minutes (T. Johnston), seconded by W. King. All were in favor.

III. Discussion and Possible Action:

A. Progress and Finding on Preliminary Audit

S. Bassett confirmed that the audit activity for fiscal year ending June 30, 2017 would be performed during the month of September. Focus areas include capital vs. operating expense; large encumbrances; purchase orders vs. invoice dates; and student activity funds, among other areas. Committee members confirmed they were not aware of any fraud.

B. Legal Expenses – YTD

The committee members reviewed the BoE outside professional services account, which includes the audit fee and legal fees. Legal fees for the 2016-17 year to date total \$97,362.86. The majority of the legal fees are related to special education.

C. Travel Expenses – YTD

The committee members reviewed the conference and travel accounts for teachers and administrators.

D. Activity Fund

S. Reiss reported that internal procedures need to be developed to support recent BoE guidance regarding student activity funds.

E. Budget Transfers

The committee members confirmed there were no budget transfers in the last quarter that exceeded \$10,000 without prior BoE approval.

F. Surplus Transfers

The committee members confirmed the only transfer from unspent funds was the approved motion (Region 9 BoE Special Meeting on June 29, 2017) to allocate \$55,000 to the Pension Plan.

IV. Public comment: None

V. Committee comment: None

VI. Adjournment:

Motion: Move to adjourn the meeting (T. Johnston), seconded by W. King. All were in favor.

The meeting adjourned at 6:42 p.m.

Submitted by,

Scott Reiss
Director, Finance and Operations