

REGION 9 BOARD OF EDUCATION
Special Audit Committee Meeting
October 12, 2017 - 5:30 PM
Joel Barlow High School – Career Center
Minutes

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

Public: None

I. Call to Order

Mr. King called the meeting to order at 5:35 p.m. in the Joel Barlow High School Career Center.

II. Approval of Minutes:

Motion: Move to approve July 26, 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

Audit is 80% complete. Expect to complete in next 2-3 weeks, with final report expected to be issued by late November. The audit, thus far, has yielded no material comments. Scott has been monitoring blanket purchase orders, with the objective of preventing material adjustments related to unexpected balances on such purchase orders.

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 2017-18 year-to-date total, \$13,471.80. 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.



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D. Activity Fund

Current status of activity funds was reviewed, including confirmation that these funds are included in the scope of the annual audit. At the next meeting, a review of the purpose and beneficiary of each fund will be reviewed.

E. Budget Transfers

The committee members confirmed there were no budget transfers in the last quarter that exceeded \$10,000 without prior BoE approval. At the next meeting, there will be a discussion of the role of the Audit Committee regarding transfers under \$10,000.

F. Surplus Transfers

There were no surplus transfers YTD 2017-2018.

IV. Public comment: None

V. Committee comment: W. King will no longer be on the Region 9 Board of Education after the next election and recommends Todd Johnston to Chair the Audit Committee in the future.

VI. Adjournment:

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

The meeting adjourned at 6:30 p.m.

Submitted by,

Scott Reiss
Director, Finance and Operations