

Audit Committee meeting
December 16, 2014

Present: Laura Schulkind, Rick Walker, Tom Burnell, Deirdre Burns

1. Community member on the committee.

Reviewed Audit Committee Volunteer Application form. Needs cover letter. Paper copies will need to be available as well as the online application.

Discussion about length of appointment for community member: July 1 through June 30. Initial appointment will be made through June, 2015 with expectation of reappointment through June, 2016.

Publicizing position: Tom will send notices to Poughkeepsie Journal and Daily Freeman. Laura will post to various parent group on line sites. Posting to be done first week of January. Deadline for submission will be January 31. Interview to be held in February.

2. Internal Auditor.

New contact at Vanacore. No longer required by SED to have an internal auditor - discussion of a different type of relationship - having Vanacore consult on best practices.

Accounts payable process has been improved - many people part of this process.

Payroll procedures can be improved. Tom will contact Vanacore about providing consultation on best practices. Cost? Will see if someone from their office can come to our January meeting to discuss services and costs.

Tom states that we have good accounting software. There are other products out there but they don't meet all our needs - some are more complicated than is necessary for our purposes. As well, we do not have anything budgeted for new software and Tom currently does not see room in next year's budget.

3. Annual meeting with Claims Auditor to be on January 22, 2015 at 9:00am.

Submitted by Deirdre Burns, January 8, 2015.