

Audit Committee Meeting Minutes

September 23, 2014

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

ACTIVITIES AUDIT PROCESS

Tom Burnell reports that the transition to the new ExtraClassroom Advisor has gone smoothly.

Gideon Moor has completed the necessary training and has contacted the advisors to all organizations and activities.

Of particular importance is that he clarifies which types of sales are subject to sales tax and which are tax free.

EXTERNAL AUDIT

The primary focus of our next meeting and that of a subsequent Board of Education meeting will be the external auditor's report. That report has been completed and we expect to receive copies sufficiently in advance so that we can work through it at our meeting on October 14th. We plan then to bring it to the BOE for explanation, comment and acceptance at one of the October meetings.

A representative of Toski & Co. should be at both the committee and BOE meetings.

COMMUNITY MEMBER ON THE AUDIT COMMITTEE

The committee continues to move forward with the process of adding a community member. This addition is allowed by our charter. We seek to determine the appropriate procedure for defining that role, advertising the position and making a recommendation to the President of the BOE and/or the Board.

CAFETERIA PROGRAM

In line with our continuing Board goal to provide a cafeteria program that is both nutritionally sound and fiscally responsible, our district joined with Red Hook this year in a co-operative program.

We share a food service manager who oversees the cafeterias in both districts.

We have agreed to a contract with Red Hook with regard to the payment of that individual.

To improve efficiency, we are looking toward connecting with a credit card company to provide an additional method of paying/pre-paying for meals.

Next meeting on October 14. 2014

AGENDA:

- 1.) Review the external auditor's report.

Respectfully submitted by:

Richard Walker