

Bridgehampton School District
Audit Committee
October 16, 2019
District Office at 5:00 pm.
MEETING MINUTES

NOTE: At the September 25, 2019 Board of Education meeting the following resolutions were motion and approved.

- 1) Resolved that the Board of Education of the Bridgehampton UFSD appoints Elizabeth W. Kotz as the Audit Committee Chairperson for the 2019-2020 school year as outlined in the Board of Education policy #6690. Motion: L. Tyree-Johnson, Second: J. Vinski Vote: 6-0
- 2) Resolved that the Board of Education of the Bridgehampton UFSD appoints Jennifer Vinski as the Audit Committee Secretary for the 2019-2020 school year as outlined in the Board of Education policy #6690. Motion: L. Tyree-Johnson, Second: J. Vinski Vote: 6-0

MEETING:

The meeting was called to order by Chair Elizabeth Whelan Kotz at 5:05pm.

In Attendance:

Audit Committee

Members: Elizabeth Whelan Kotz, Chair, Lillian Tyree-Johnson

District Robert Hauser, Superintendent of Schools

Representatives: Melisa Stiles, School Business Administrator

Presenter: Jill S. Sanders, CPA Cullen & Danowski, LLP

Unable to attend: Jennifer Vinski

Minutes: - no minutes to approve. Minutes of September 25, 2019 Audit Committee Meeting were approved Unan. via individual committee member poll and submitted to District Clerk on October 10, 2019 for distribution to BOE, and filed for the record.

The Chair asked both Melisa Stiles and Robert Hauser if they had any items to be considered for discussion. Neither did and with that the Chair turned the meeting over to Jill Sanders who presented the External Audit Documents for year ending June 30, 2019. These documents included: Financial Statements and Supplementary Schedules with Independent Auditor's Report, Extra classroom Activity Funds Financial Statement with Independent Auditor's Report, and Communication with Those Charged with Governance – AUC 260.

Jill Sanders thanked Melisa Stiles and staff because the audit this time was different and she complimented Melisa Stiles and the District for the hard work they have done.

Presenting the Financial Statements, Jill Sanders skillfully directed the committee and district administrative representation through a comparison of the presentation highlighting what changes commenced this year as compared to last.

Jill Sanders guided the Committee and District Representatives through the review of the External Audit reviewing the Independent Auditor's Report, Management's Discussion and Analysis (MD&A), Financial Statements, Required Supplementary Information other than MD&A, Other Supplementary Information, and Independent Auditor's Report on Internal

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Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.

No Management Letter was presented. Jill Sanders again praised the hard work of the Business Office, the Administration and the District for their ability to work efficiently and effectively and shared with the committee that the District is doing a very good job especially considering the process was different than it had been in the past.

The Audit Committee is very appreciative of the time and effort Ms. Sander's provided in thoroughly reviewing the documents in her presentation.

Because there is no Management Letter, there will be no District Corrective Action plan. The Audit Committee is therefore not required to make recommendations to the Board of Education, or prepare and present to the Board of Education its recommendations in response to the District's Corrective Action Plan.

No further action is required of the Audit Committee at this time.

Next meeting scheduled: TBA

Vote to Adjourn: time 5:55

Respectfully submitted,
Elizabeth Whelan Kotz, Secretary pro tem
On behalf Jennifer Vinski, Secretary