

MEMORANDUM

TO: James J. Nolan
Superintendent of Schools

FROM: Bruce H. Singer
Associate Superintendent

DATE: October 21, 2011

RE: **AUDIT ADVISORY COMMITTEE MEETING MINUTES
OCTOBER 18, 2011**

The Audit Advisory Committee meeting began at 7:30 p.m. on Tuesday, October 18, 2011. Present at the meeting were: Richard Coffey and Donald Hoffmann, auditors from Cullen & Danowski, committee members Thomas Brown, Dorothy Roberts, Jeff Surrusco and myself.

Donald Hoffmann began the meeting describing the work he performed over the past summer. He confirmed they reviewed purchasing, receipts and fixed assets. There were no significant issues identified.

We reviewed the payroll and personnel annual risk assessment, discussed the audit findings and the management response to the audit. It was agreed there were no significant problems identified. We discussed the specific findings and recommendations and the required follow up letter to the New York State Education Department.

We next discussed the Annual Risk Assessment. No significant problems were identified. Mr. Hoffmann explained to the committee as issues were brought to management's attention. Many issues were resolved. We reviewed the specific findings and recommendations. As a follow-up to the meeting, we need to seek input from various department supervisors, so the draft report can be finalized. The final report will be submitted to the committee and the Board of Education for acceptance.

We discussed a future engagement and the next committee meeting will be held in February 2012.

Additionally, Mr. Hoffmann will prepare a statement regarding fund balance cash management. We discussed the high use of reserves to fund the 2011-12 budget will cause fiscal stress in the upcoming school years.

The meeting concluded at 10:00 p.m.

In the event you have any questions or concerns, please do not hesitate to contact me.

BHS:cmc

Cc: Audit Advisory Committee