

## M E M O R A N D U M

**TO:** Charles J. Murphy, Ed.D.  
Superintendent of Schools

**FROM:** Bruce H. Singer  
Assistant Superintendent for Business

**DATE:** February 2, 2009

**RE:** **AUDIT ADVISORY COMMITTEE MEETING MINUTES  
JANUARY 21, 2009**

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The Audit Advisory Committee meeting began at 6:30 p.m. on Wednesday, January 21, 2009. Present at the meeting were: David Egloff, Jeff Surrusco, Pamela Monteverde, Maureen Cahill and I. Nancy Merkle and Catherine Nocco were guests at the meeting.

We reviewed the Nawrocki Smith Internal Audit Six Month Status Report which is attached. We finalized the Requests for Proposals for the Independent External Auditor, Internal Auditor and the Internal Claims Auditor. It was agreed that at the next meeting we will invite the auditors to make a presentation on the status of their work.

Requests for Proposals will be sent on February 3, 2009. The bid openings will be on February 25, 2009. The final bid specifications for these services are attached.

The meeting concluded at 8:00 P.M.

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

BHS:cmc