

MEMORANDUM

TO: Charles J. Murphy, Ed.D.
Superintendent of Schools
Audit Advisory Committee

FROM: Bruce H. Singer
Assistant Superintendent for Business

DATE: November 24, 2008

RE: **AUDIT ADVISORY COMMITTEE MEETING MINUTES
NOVEMBER 19, 2008**

The Audit Advisory Committee meeting began at 7:00 pm on Wednesday, November 19, 2008. Present at the meeting were: David Egloff, Maureen Cahill, April Vitale-Aloi, Patrick Corrigan, Dorothy Roberts, Pamela Monteverde, Kim-Marie Dwyer, Jim Baccoli, Sal Tripi, Jeff Surrusco and I.

All members were introduced to each other and gave a brief description of their background. We discussed the purpose of the Audit Advisory Committee. Existing audit contracts and requests for proposals were distributed for the following services:
Internal Auditing, External Auditing and Internal Claims Auditing.

After a brief review of the three contracts, it was requested that the Audit Committee make suggestions for modifications, changes, revisions to the existing contracts. We will review the requests for proposals at upcoming Audit meetings for anticipated bidding during the spring of 2009. We will schedule the next meeting during December.

The meeting concluded at 7:45 P.M.

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

BHS:cmc