

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: December 18, 2008

RE: **AUDIT ADVISORY COMMITTEE MEETING MINUTES
DECEMBER 17, 2008**

The Audit Advisory Committee meeting began at 6:30 p.m. on Wednesday, December 17, 2008. Present at the meeting were: David Egloff, Patrick Corrigan, Sal Tripi, Jeff Surrusco, Mike Timo and I. Nancy Merkle, Catherine Nocco and Ron Sacks were guests at the meeting.

We discussed the job scope for the three (3) different auditors as a follow-up to our last meeting. Questions and answers were reviewed describing the difference of the three (3) auditor functions. We focused on the Internal Claims Auditor RFP. Catherine Nocco provided the existing contracts and inserted notes from the New York State Education Department on items which were updated since the last RFP. Discussion was as follows:

1. Purpose of Internal Claims Auditor
2. Receipt of Proposals
3. Scope of Services
4. Proposal Submissions
 - a) Management and Qualifications
 - b) Cost of Services
5. Background
6. Proposal Evaluation
7. Interview
8. Term of Contract
9. Right to Reject Requests for Proposal
10. Legal Construction

We then reviewed the list of potential vendors. It was agreed to review the Internal Auditor RFP at the next meeting.

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