

## MEMORANDUM

**TO:** James J. Nolan  
Superintendent of Schools

**FROM:** Bruce H. Singer  
Associate Superintendent

**DATE:** February 6, 2013

**RE:** **AUDIT ADVISORY COMMITTEE MEETING MINUTES  
JANUARY 31, 2013**

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The Audit Advisory Committee meeting began at 7:30 p.m. on Thursday, January 31, 2013. Present at the meeting were: Rich Coffey and Don Hoffmann, auditors from Cullen & Danowski, LLP, committee members Maureen Cahill, Dorothy Roberts, Jeff Surrusco and myself.

Rich Coffey and Don Hoffmann gave a background of the audit procedures, their findings and recommendations. They then reviewed the Risk Assessment Report and the internal audit observations.

Attached is their overview, the final internal audit of Special Education, the Risk Assessment Update Report, the extraclassroom activity fund audit proposal, which will be performed at a later date, and our corrective action plan.

The meeting concluded at 11:45 p.m.

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

BHS:cmc

Cc: Audit Advisory Committee