

Beekmantown Central School District

Audit Committee

Place: District Office

January 20, 2016

Minutes

Present: Ed Marin, Board Member
Pauline Stone, Board Member

Absent: Jason Marsh, Board Member

Others: Mary Blaine, Business Executive
Daniel Mannix, Superintendent
Eric Bell, District Treasurer

The meeting was called to order at 7:45 a.m. by Mrs. Stone.

Mr. Bell, District Treasurer, volunteered to keep the minutes for the Committee meeting.

The Audit Committee reviewed and discussed the **November and December 2015 Financial Reports** as submitted by the District Treasurer. Discussion was had on cafeteria profit & loss and the significant increase of breakfast, lunch and snack meals served to students over the prior year. As of December 15, 2015, the cafeteria has served more breakfasts to students than it did in all of the 2014-15 school year (64 out of 180 days). Mr. Marin and Mrs. Stone led discussion on miscellaneous revenue, grant purchases and community partnerships. ***Mr. Marin motioned and Mrs. Stone seconded the Financial Reports to be forwarded to the full Board of Education for acceptance at the next Board of Education meeting.***

The committee also reviewed the November & December 2015 claims audit logs submitted by the internal claims auditor Linda Garrant. Discussion was had about the practices of a vendor, School Specialty and the timing of payments to vendors.

The next audit committee meeting is scheduled to be February 24, 2016 at 7:45 a.m. The meeting was adjourned at 8:20 a.m.

The minutes are submitted by the District Treasurer in the absence of the committee chair.

Respectfully Submitted,
Eric Bell, District Treasurer