

Beekmantown Central School
Audit Committee Meeting
July 5, 2011

Present:

Karen Armstrong

Cathy Buckley

Pauline Stone

Ed Marin (Conference Call 4:41 p.m.)

Mary LaValley Blaine, School Business Executive

Others Present:

Holly Sims

The meeting was called to order at 4:38 p.m. by Chairperson Karen Armstrong.

The Internal Claims Auditor Log was reviewed and discussed.

The June warrant reports were reviewed and discussed.

Cathy Buckley moved, seconded by Pauline Stone to bring the June 2011 warrant reports to the Board of Education for their acceptance.

Because the district is on a contingency budget, the Audit Committee Members discussed the need to have all commitments requiring an expenditure, including payroll, to have a budget appropriation before the commitment is approved. If an agenda item has not been budgeted, it should not be placed on the agenda unless it is accompanied by a budget transfer for that item on the same agenda. Purchase orders should be prepared and approved for services purchased from CVES (BOCES) like music instrument repair, in-service training, printing, etc. A question was discussed whether the district should require the transfer “from” specifically identify what will not be purchased as a result of the budget transfer. The purchasing policy is being reviewed and revised for Board consideration.

The amount of budget transfers that are required to be brought to the Board for approval—currently above \$5,000 was discussed. It was felt that this amount should be reduced to \$1,500 or \$2,500.

Mary LaValley Blaine, School Business Executive, indicated that the June 30, 2011 Appropriation Status Report would be presented to the Board following the completion of the audit in August. Mary indicated that she had obtained quotes for our student accident insurance and the district will save \$6,500. The Audit Committee felt the district should go with the reduced quote which includes a \$100 deductible per occurrence. The year-end Extra Curricular Club Reports have not all been received from the advisors. The Audit Committee will receive

these reports or a summary as previously requested by the Audit Committee. Mary reviewed the NYS Education Department Report where the non-resident tuition rates are provided. The Audit Committee asked about the organization that provides worker compensation coverage for the district. The service is provided through the B.O.C.E.S. consortium. During the first year, the district pays the employee. The second year, workers compensation pays the employee. The district does get reimbursed for a part of the first year by workers compensation. Mary shared a copy of the Advocacy Alert – Tax Cap and Mandate Relief.

The next Audit Committee Meeting will be held on August 9, 2011 at 4:30 p.m. Mary will set up a date for the Audit Committee to meet with the district's independent auditor as required.

Pauline Stone moved, seconded by Cathy Buckley to adjourn at 5:45 p.m.

Respectfully submitted,

Karen Armstrong