

**Beekmantown Central School District  
Audit Committee Meeting**

**Minutes**

**Place:** MS/HS library

**Tuesday, September 25, 2007**

**Time: 5:15 p.m.**

**Minutes**

**Call To Order**            The Audit Committee Meeting was called to order at 5:20 p.m.

**Members Present**     **Roll Call**  
Karen Armstrong           Earl Burnell            Stan Kourofsky

**Others Present**        Ron Clamser, Business Manager

**Internal Auditing Services**     Ron Clamser, Business Manager, reviewed the different auditing requirements for school districts. He explained that the Internal Auditing Services will examine school districts' internal structure, policies, and functions to determine that school districts are fiscally responsible. Policies and procedures will be reviewed to determine where the school district's greatest risks are. Ron Clamser prepared a Request For Proposal (RFP) for this service and the district received three proposals. He stated that the proposals had been reviewed by Joseph Lavorando, School Attorney, and all proposals met the required specifications. The Audit Committee Members indicated that they had read and reviewed the following proposals received for the Internal Auditing Services:

Fiscal Advisors & Marketing, Inc.  
120 Walton Street, Suite 600  
Syracuse, NY 13202  
\$16,000.00  
\$120.00/hour for additional services

Seyfarth & Seyfarth CPAs, P.C.  
17 Harrison Place  
Malone, NY 12953  
\$10,000.00  
\$110.00/hour for additional services

Dragon Benware Crowley & Co., P.C.  
215 Washington Street, Suite 100  
Watertown, NY 13601  
\$12,045.00  
\$60.00 - \$135.00/hour for additional services

Karen Armstrong moved, seconded by Earl Burnell, to recommend Seyfarth & Seyfarth CPAs, P.C. as low bidder meeting the RFP specifications for Internal Auditing Services to the Board of Education for their consideration and action. It was requested that the Board of Education consider action on this RFP at the Board of Education meeting following this meeting in order for the district to now be in compliance. All Audit Committee Members present voted yes—motion unanimously carried.

**Audit Committee  
Charter**

Ron Clamser provided Audit Committee Members with a draft copy of an Audit Committee Charter which the members should review and prepare a final draft copy for the Board of Education's review and adoption.

**Financial Reports  
June, July, and  
August, 2007**

Ron Clamser provided the following answer to questions raised by Karen Armstrong:

- 1) The payment to NYBEST Agency dated 7/19/07 for \$16,722.16 was for student accident insurance.
- 2) On the Extra-Curricular Activities Account Report, the Class of 2007 balance of \$1,398.51 will be transferred to the Student Council in September.
- 3) The request for budget transfers to cover negative account balances on the June 30, 2007 Appropriation Status Report will be brought to the Board of Education for their consideration and action at their October 9, 2007 meeting.
- 4) On the question whether we should consider transferring appropriations for the year to cover the negative balances for Incarcerated Youth in our current Appropriation Status Reports for contractual and supplies and budget for this in the future, it was pointed out that the General Fund 2006-2007 Revenue Report shows a receipt in Account Code A3289, State Aid Incarcerated Youth of \$97,859.
- 5) It was noted that there was no budgeted amount for BOCES In-service Training A2070.490-00-00 and the district participated in this service during 2006-2007. During budget preparation, this BOCES Service was not request, but Mr. Derrigo recommended the district participate in this BOCES Service to generate BOCES Aid. The district has requested this service for 2007-2008 and a budget transfer will be requested to cover this estimated expense. The Audit Committee Members agreed with this recommendation.
- 6) The \$1,500,000 reserve is reflected in the General Fund Checking Account on the Treasurer's Report.
- 7) The Capital Fund Interest Earned is shown in Debt Service Fund. The Debt Service Fund currently reflects \$978,030.01, but the 2007-2008 entry has not yet been recorded.

Audit Committee Members indicated that they had reviewed all of the financial reports and there were no additional questions. Karen Armstrong moved, seconded by Stan Kourofsky that the financial reports for June, July, and August, 2007 be brought to the Board of Education for their final review and acceptance. All Audit Committee Members present voted yes—motion unanimously carried.

**Adjournment**

A motion was made by Earl Burnell, seconded by Stan Kourofsky to adjourn the meeting at 6:00 p.m. All Audit Committee Members present voted yes—motion unanimously carried.

Respectfully Submitted,  
Karen Armstrong