

Beekmantown Central School  
Audit Committee Meeting  
January 11, 2011

Karen Armstrong

Cathy Buckley

Absent:

Pauline Stone

Ed Marin (Telephone Conference Call)

Mary LaValley Blaine, School Business Executive

Eric Bell, Treasurer

Lynn Darcy, Internal Claims Auditor

The meeting was called to order at 5:09 p.m. by Chairperson Karen Armstrong.

The Claims Auditor Log was received from Lynn Darcy, the Internal Claims Auditor. It was suggested that a workshop be held or a handout prepared that assists conference attendees with preparing reimbursement vouchers. Suggestions were that forms be revised to list the Board policy indicating the maximum allowed meal reimbursement. Discussion continued regarding requiring more information should be listed on claim forms such as meal receipts for more than one person should show the names of persons being reimbursed on that receipt, the Board policy regarding mileage reimbursement including car pooling requirements and most efficient means of travel, etc.

Audit Committee Members felt Mary's suggestion for a Schedule of Purchasing Events/Payments is an excellent idea. This would perhaps allow the district to take advantage of additional savings by bidding snow removal in the summer when there are possibly more vendors uncommitted, avoid late fees when copier lease payments are due, etc.--as examples. Mary was able to negotiate away approximately \$3,000 in late fees from a copier vendor.

Mary LaValley Blaine shared the scope of training provided to Eric Bell, Treasurer, thus far, which included payroll posting, entering Treasurer's Receipts, and processing bank deposits for all funds. The training is very easy as Eric is familiar with policy/procedures and internal controls. She will be drafting the required response to the State comptroller auditor letter.

The meeting was adjourned at 6:06 p.m.

Respectfully submitted,

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Karen Armstrong