

Beekmantown Central School  
Audit Committee Minutes  
Cumberland Head Elementary School  
December 14, 2010

Karen Armstrong  
Pauline Stone  
Cathy Buckley  
Absent: Ed Marin

Mary LaValley Blaine, School Business Executive

The meeting was called to order at 4:10 p.m. by Chairperson Karen Armstrong.

A report from Lynn Darcy, BCS Internal Claims Auditor was received and reviewed. Discussion followed regarding the notations of invoices being dated in advance of purchase orders. Mary LaValley Blaine indicated that Finance Manager resources/tools have been provided to one office and this practice has now improved in that office. It was identified that some office(s) did not have direct access to the “electronic” requisition manager tool in Finance Manager. Thus requiring multiple people be involved in the order process and extending the timeline in generating a purchase order.

The December 2010 Warrant report was reviewed and discussed. Notation was made that the other monthly internal financial reports are delayed due to short staffing but are expected to be mailed directly to all board members within the next several days. After discussion, Pauline Stone moved, seconded by Cathy Buckley to bring the Warrant Reports of December 2010 Internal Financial reports to the Board of Education for their acceptance at the next regularly scheduled Board of Education meeting scheduled for January 2011. All Audit Committee Members present voted yes—motion carried.

The district has not yet received an estimate from Carl Seyfarth for his Risk Assessment Testing in purchasing activities.

Payroll coding on individual pay claims was discussed. Pauline Stone indicated that it has been her experience that payroll is coded in the office of the administrator responsible for the staff member with the administrator’s signature.

Mary LaValley Blaine shared with the Audit Committee that the district will realize a substantial savings on their propane purchases as she was able to obtain future propane purchases through State Contract. She also indicated a desire to visit the West Chazy building to determine what inventory is in storage. She feels she could assist administrators and staff as purchasing agent if she knew what was in storage.

The next Audit Committee Meeting will be held on January 11, 2011 at 5 p.m. Cathy Buckley moved, seconded by Pauline Stone to adjourn the meeting at 5 p.m.

Respectfully submitted,  
Karen Armstrong