

**Beekmantown Central School District**

**Audit Committee**

**Place: District Office**

**December 16, 2016**

**Minutes**

**Present:** Cathy Buckley, Board Member  
Ed Marin, Board Member

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

The meeting was called to order at 8:05 a.m. by Mrs. Buckley.

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

The Audit Committee reviewed and discussed the **November 2016 Financial Reports** as submitted by the District Treasurer. Discussion was had on the completion of the capital outlay project at the bus garage. The district will receive building aid on the \$100,000 project in 2017-2018. Also discussed was the Employee Retirement System payment. The district pays a percent of salary paid to non-certified employees in the employee retirement system. The district paid the invoice 6 weeks early to receive about a \$5,000 discount on the invoice. ***Mr. Marin motioned and Mrs. Buckley 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 and discussed the November 2016 claims audit logs submitted by the internal claims auditor Linda Garrant. Mr. Bell discussed three payments on the audit log written up for untimely payment. However, the timing of payment was due to the vendor not invoicing the district timely. District staff reached out to the vendors multiple times for invoices. The claims auditor wrote them up for payment being greater than 45 days after services received. However, Mr. Bell stated the district cannot force a vendor to invoice timely or fix vendor's poor billing practices. The business office puts stress on tracking outstanding purchase orders and paying invoices timely when goods or services are received. The district was aware that services were received and not invoiced therefore they contacted the vendors. Once invoices were received they were all paid within 15 days.

The next audit committee meeting scheduled for January 19, 2017 at 7:45 a.m. The meeting was adjourned at 8:28 a.m.

Respectfully Submitted,  
Cathy Buckley, committee chair