

End. 19.1
Sept. 30, 2010

HCSD Board Members:

Brian Lynch, Pres., Michael Buck, VP, Rose Apgar,
Mark Brinthead, Mary Anne Holleran, James
Jacobus, John Lively, Ruth Miller, Pamela Strollo,
and Student Rep. Daniel Strack

Central Administrative Team:

Ralph Marino, Jr., Ed.D., Superintendent
Alice Learn, Assistant Superintendent
Judy Christiansen, Human Resources, Dir.
Mike Stuart, School Business Admin.
Kim Williams, Student Servs. Director

**HORSEHEADS CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Audit Committee Meeting Minutes
September 2, 2010
4:00pm
Superintendent's Conference Room**

AGENDA

Pledge of Allegiance

1. **CALL TO ORDER** (Pam Strollo)
2. **ROLL CALL OF THOSE IN ATTENDANCE** (Pam Strollo)
Pam Strollo, Jim Jacobus, John Lively, Mary Ann Holleran,
Ralph Marino, Mike Stuart
3. **PRESENTATIONS**
The Bonadio Group walked through the preliminary Schedule of Adjustments for the fiscal year ending June 30, 2010. The information was presented by Gerry Archibald and Karl Hagan from the Bonadio Group. The district's external audit will be reviewed by the committee at our next meeting on September 14, 2010 at 6:00pm.
4. **DISCUSSION ITEMS**
 - 4.1 Review of Committee Charter
The committee conducted the annual review of the Audit Committee charter. Mr. Lively asked if the committee had ever included a non-BOE member. Dr. Marino and Mr. Stuart answered that it had not.
 - 4.2 Establishment of 2010-2011 Audit Committee Goals
The committee discussed possible goals and objectives for the Audit Committee. The proposed goals are as follows:
 - a. Ensure that internal and external audits are completed on time and delivered to SED on schedule with defined corrective action plans.
 - b. Review past 5 audits from State Controller to determine trends and areas of focus. Review complete by March 31, 2010.
 - c. Invite CBO to committee meeting to better understand procedures, checks and balances and network security with implementation of WinCap.
4. **GOOD OF THE ORDER**

(over)

6. EXECUTIVE SESSION

4:55 PM a motion was made by James Jacobus to move to Executive Session to review the employment history of a particular person. This motion was seconded by John Lively.

5:15PM a motion was made by James Jacobus to adjourn Executive Session and return to public session. This motion was seconded by John Lively.

7. ADJOURNMENT

Meeting adjourned at 5:15PM.

UPCOMING 2010-11 AUDIT COMMITTEE MEETINGS:

September 14, 2010 at 6:00PM – Superintendent's Conference Room

NOTE: These Committee meetings are subject to change.

(Please call 739-5601 ext. 4201 to be sure meeting is still scheduled to take place)

Cmk

**c: Brian Lynch, Michael Buck, Dr. Ralph Marino Jr., Cathy Knowles and
Susan Pirozzolo**

HCSO Board Members:

Brian Lynch, Pres., Michael Buck, VP, Rose Apgar, Mark Brinthaup, Mary Anne Holleran, James Jacobus, John Lively, Ruth Miller, Pamela Strollo, and Student Rep. Daniel Strack

Central Administrative Team:

Ralph Marino, Jr., Ed.D., Superintendent
Alice Learn, Assistant Superintendent
Judy Christiansen, Human Resources, Dir.
Mike Stuart, School Business Admin.
Kim Williams, Student Servs. Director

**HORSEHEADS CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Audit Committee
September 14, 2010
6:00PM
Superintendent's Conference Room**

AGENDA

Pledge of Allegiance

1. **CALL TO ORDER** **(Pam Strollo)**

2. **ROLL CALL OF THOSE IN ATTENDANCE** **(Pam Strollo)**
(Pam Strollo, Mary Anne Holleran, Mark Brinthaup, John Lively, Ralph Marino, Mike Stuart)

3. **PRESENTATIONS**
3.1 Review of draft Financial Statements and Required Reports Gerry Archibald – Bonadio Group
From the External Audit

4. **DISCUSSION ITEMS**
4.1 Discuss Audit Results
 - The committee reviewed the draft Financial Statements and Required Reports as presented by Gerry Archibald from the Bonadio Group and his team. The committee also reviewed the draft of the Required Board Communications Letter.
 - Open items that remain are the designation of fund balance, completion of the audit of capital assets and completion of the Federal Single Audit documentation.
 - The District Financial Statements and Required Reports will be reviewed with the full Board at the next Board meeting on September 30.
4.2 Other
 - The Bonadio Group also conducted training on proper procedures for all extracurricular student treasurers earlier in the day. About 70 students and their advisors took the training

5. **GOOD OF THE ORDER**

6. **EXECUTIVE SESSION**
7:25 PM a motion was made by Mark Brinthaup to move to Executive Session to review the employment history of a particular person. This motion was seconded by John Lively.

7:55 PM a motion was made by Mark Brinthaup to adjourn Executive Session and return to public session. This motion was seconded by John Lively.

7. ADJOURNMENT

UPCOMING 2010-11 AUDIT COMMITTEE MEETINGS:

(None at this time)

NOTE: These Committee meetings are subject to change.

(Please call 739-5601 ext. 4201 to be sure meeting is still scheduled to take place)

Cmk

**c: Board President, Board Vice-President, Superintendent, Admin. Assistant to Supt., and
Community Information Specialist**