

*Schenectady City School District*  
**AUDIT COMMITTEE MEETING MINUTES**  
February 9, 2011  
108 Mont Pleasant – BOE Conference Room

**Committee Members:**

Andy Chestnut	Chair, Audit Committee	atrammellc@me.com
Cathy Lewis	President, BOE	lewisc@schenectady.k12.ny.us
Larry DeAngelus	Committee Member	LDeAngelus@HRBCLaw.com
Steven Weisse	Community Member	sweisse@nycap.rr.com
Dave Weiser	Chief Business Official	weiserd@schenectady.k12.ny.us
Jim Alescio	Chief Fiscal Officer/Treasurer	alescioj@schenectady.k12.ny.us

**Public:**

Tanya Scime

Motion to approve agenda made by Mr. Chestnut and seconded by Mr. DeAngelus (Approved 4-0)

The meeting was called to order at 7:10 p.m.

**1. Internal Audit**

- Cash receipts was selected as the area for an in-depth review
- Draft in March/April from West & Co. to Committee
- West did not meet February target date.

**2. Internal Auditor**

- Create an RFP for 2011-2012
- Create questions for RFP interviews this Spring.
- How often should Risk Assessment be updated? TBD
- Copy of OSC guidelines on Internal Audit to Committee.
- Motion to send out a new RFP for Internal Auditing Services.
  - Weisse, DeAngelus. (Approved 4-0) 3/21/11

**3. External Auditor**

- RFP to be done in Fall 2011.
- We will continue for year 5 of current RFP.

**4. Closing Comments**

- Self-funded insurance update was provided.
- Cost of health insurance broker to district

**Next Steps**

- 2/9 Minutes to the Committee on next meeting 3/9
- Next agenda: Whistleblower Policy – review procedures and the dissemination of this policy; get a copy of the Erie I BOCES policy for discussion.

**5. Next Meeting**

- March 9, 2011 @ 7:00 p.m. – BOE Conference Room

Motion to adjourn was made by Ms. Lewis and seconded by Mr. Chestnut at 8:25 p.m.