



Lackawanna City School District

**BOARD OF EDUCATION
245 South Shore Blvd.
Lackawanna, New York 14218**

AUDIT COMMITTEE MINUTES

The Audit Committee met on Monday, April 16, 2018 at 5:00P.M. in the Superintendent Conference Room 202, McKinley Administration Bldg., 245 South Shore Blvd., Lackawanna.

Due to weather conditions, the Audit Committ Meeting came to order at 5:24 PM

- **Present:** Board President Mr. Leonard Kowalski, Board Vice-President Mr. Nicholas Sobaszek, Board Member Nicholas Trifilo, Daniel Grant - Assistant Superintendent of Administrative Services, Keith Lewis – Assistant Superintendent, Fran Warthling – Business Official, and Daniel Hawrylczak – Business Official (Entered the Audit Committee Meeting at 5:27 PM)

- **Also Present:** Mary Young, Lumsden & McCormick, LLP,

An *Updated Annual Risk Assessment* was presented to the Audit Committee Members for the Internal Audit for the year ending June 30, 2018.

A copy of the complete presentation is attached

(This reports states that is intended solely for the information and use of the Audit Committee, Board of Education, and Management and should not be used by anyone other than these specified parties)

- **attachment#1**

The Certified Public Accountant from Lumsden McCormick, advised the Committee on their suggestions regarding “risks” for the following areas: Financial Reporting; Board Policy Review, Insurance, Accounts payable/Purchasing, Claims Auditor, Payroll and Benefits, Cash Receipts, Capitol Assets, Extra Classroom; Student Clubs, Transportation, and Special Education Billing.

The Certified Public Accountant from Lumsden McCormick, informed the Committee that there has not been many changes within the Risk Assessment from the prior year’s Risk Assessment. Ms. Young from Lumsden & McCormick , LLP had a couple of recommendations from previous years Risk Assessments Reports.

Results of Testing was presented to the Audit Committee Members for the Internal Audit for the year ending June 30, 2017.

A copy of the complete presentation is attached

(This reports states that is intended solely for the information and use of the Audit Committee, Board of Education, and Management and should not be used by anyone other than these specified parties)

- **attachment#2**

The Certified Public Accountant from Lumsden McCormick, advised the Committee on their suggestions regarding “risks” for the following areas: Cash Receipts; Payment in Lieu of Taxes, Accounts Payable/Purchasing; Use of Credit Cards and Store Credit Cards. Prior recommendations not included elsewhere were also discussed.

A motion was made by Mr. Daniel Hawrylczak and seconded by Mr. Fran Warthling to Accept the findings of the Updated Annual Risk Assessment/Results of Testing and recommend the findings to the Board of Education.

ALL IN FAVOR, NONE OPPOSED

MOTION PASSED: 5-0

Questions were asked and answered throughout the meeting. Discussion took place and a motion to adjourn was made by Mr. Daniel Hawrylczak and seconded by Mr. Nick Sobaszek. Another session with the complete Audit Committee is advised, as-well-as a final vote by the School Board. Tape of the meeting is on file in the Board Clerk’s Office

Meeting Adjourned at 5:52 PM

Kimberly A Rozwood-Jackson
Board Clerk

Cc: Audit Committee
Board of Education
Anne Spadone, Superintendent of Schools
Keith Lewis, Assistant Superintendent
Daniel Grant, Assistant Superintendent of Administrative Services