

HORNELL CITY SCHOOL DISTRICT - Audit Committee

Meeting Minutes - April 2, 2007

Hornell City School District Offices
25 Pearl Street
Hornell, New York 14843

Present: Dr. David Weyand, Mr. Paul Mc Anany, Mrs. Carol Berry, Dr. Pasquale Picco, Mr. Robert Gosden, Superintendent Kiley, Mr. Rich Dunning, and Ms Kathy Salvagin of G.S.T. B.O.C.E.S.

Mr. Dunning opened the meeting at 6:00 pm.

A motion was made by Dr. Weyand and seconded by Mr. Mc Anany to accept the minutes of the January 8, 2007 meeting.

Vote was unanimous, motion carried.

Next a discussion ensued regarding the need or desire to search for a citizen to join our audit committee. Mr. Mc Anany discussed hearing this suggested at an audit committee training seminar. The candidate could be a Hornell resident who has some experience in the field of finance.

Mr. Gosden suggested that upon agreement of the audit committee that a job description for this position be placed in an ad requesting applicants and be placed in The Evening Tribune. No action taken at this time.

Mr. Gosden then introduced Ms. Kathy Salvagin of G.S.T. B.O.C.E.S.

Ms Salvagin then outlined the Internal Audit process that will be used to comply with the State Education Departments internal audit requirement. Ms. Salvagin then reviewed some of the templates that she uses to conduct the audit. Ms Salvagin then discussed the Audit committees' responsibilities for risk assessment within this audit process.

The audit committee needs to pick a focus area for risk assessment such as payroll.

Furthermore, if the risk assessment report has recommendations then the Audit committee has 90 days to respond with corrective actions.

A Motion to adjourn was made by Dr. Weyand and seconded by Dr. Picco. The vote to adjourn was unanimous and the meeting was adjourned at 6:35 pm.

Respectfully Submitted,