

***Niskayuna Central School District  
Meeting Minutes – Audit Committee of the Board of Education***

<b>September 23, 2016</b>		<b>8:00 a.m.</b>	<b>District Board Room</b>
Meeting called by	Patricia Lanotte called the meeting to order at 8:04 a.m.; Adjourned at 9:11 am		
Type of meeting	Regular		
Note taker	Patricia Lanotte		
Attendees	School Board Audit Committee Members: Patricia Lanotte, David Apkarian; Superintendent Cosimo Tangorra, Jr., Director of Business and Finance Carrie Nyc-Chevrier, Accounting Supervisor John Tamburello, Doris Munro, NCSD Claims Auditor, Jim Amell, Marvin and Company		
<b>I. Independent Auditor’s Report</b>			
Draft Report Presented by Jim Amell, Marvin & Company, P.C.	<p><b>Marvin and Company, P.C. has issued an unmodified/clean audit opinion. There are no findings, and no instances of non-compliance.</b></p> <p>Final Report will be presented to the full board in October, 2016</p>		
<b>II. Claims Auditor Report:</b>			
Overall, significant decline in exceptions from prior year reports. Claims Auditor indicated that the number of exceptions continues to represent excellent work by the Finance Department	<ul style="list-style-type: none"> <li>• Report covered 4 Months of Warrants – May 13, 2016 through 9/16/16 <ul style="list-style-type: none"> <li>▪ There were 30 exceptions, 23 of which were for confirming purchase orders;</li> <li>▪ Doris Munro noted that staff needs to attach proof of attendance for conference registrations;</li> <li>▪ John Tamburello paid a late fee and finance charge. The district disputed the charge and the vendor credited the District. It was agreed that John should be reimbursed for his payment;</li> <li>▪ Extracurricular activities: Concern was raised over cash receipts and scholarships awarded by the PEP Club. Carrie Nyc-Chevrier will meet with all club advisors and discuss the need for clarity as to the intent of each club;</li> </ul> </li> </ul>		
Attachments	<ul style="list-style-type: none"> <li>• Claims Audit Report</li> </ul>		

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**III. Audit Committee Assignments:**

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|  | <ul style="list-style-type: none"><li>• Patricia Lanotte was reappointed Audit Committee Chair</li><li>• Jack Calareso was appointed Audit Committee Recording Secretary</li></ul> |
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**IV. Other Matters**

- Title IX compliance will be subject of Questar III BOCES Risk Assessment for 2016-17
- Committee discussed potential for internal assessment of compliance with grading policies;
- Audit Committee Chair will contact Questar III to discuss Title IX and report back to the Board