

Frontier Central School District – Audit Committee Meeting Minutes
Thursday March 23, 2017 @ 7:00 AM @ FEC

Attendees: Bret Apthorpe, Jerry Bartone, Pat Boyle, Marty Lalka, Carolyn Robertson, and J. Mark Robinson

1. **Update on Schedule and Planned Work for Auditors** by Carolyn.
 - a. **Freed Maxick (External Auditor):** They plan to do some preliminary testing at the end of May with the bulk of their field work being conducted in August. The goal is to complete all of their work and get the final draft reports back to this committee in late September, to be followed by review/approval by the full Board of Education, in early October, allowing the District to submit everything to the State Education Department by the mid-October deadline.
 - b. **BWB (Internal Auditor–Risk Assessment):** Carolyn spoke to BWB about the targeted area for testing this year to be our processes and controls related to capital projects. They agreed to review Phases 3 and 4 of the recently completed capital project. They plan to do that work during the second half of April. They will also be revisiting and updating the District's financial; risk assessment as part of the engagement.
2. **Review Internal Claims Auditor Reports Dec.2016 thru Feb. 2017:** Committee reviewed the monthly reports for the previous three months looking for any recurring themes or departments. No concerning trends were noted and we thank Mr. Speranza (our internal claims auditor) for the detailed monthly reports he e-mails to our committee.
3. **Review 2016-17 BWB Risk Assessment Tracker Items:** Carolyn walked us through updates for item numbers; 1–Policy for Fixed Assets - closed, 2–Policy for Purchasing & Procurement – in progress, 3–Policy for Acceptance of Gifts - closed, 5–Policy for Budget Transfers -closed, 46–Federal & State Cafeteria Regulations - closed, and 50–Uniform Guidance for Grants – closed.
4. **Plans to Move to New Software for District's Financial Applications:** The District utilizes software available through Erie I BOCES. BOCES currently has two software packages available with a third alternative just being offered now. Initial plans were to go with the next version of the package we are currently using (Finance Manager) during this school year. Several other Districts that recently made that transition have reported some issues, and as a result, we have changed our position - and now plan to go with the relatively new (to BOCES) package K-12 Enterprise. Unfortunately, the initial roll-out of that package to the first Districts in our BOCES is behind schedule, meaning we are now looking at making the transition during the 2018-2019 school year at the earliest.
5. **Next meeting date:** **Thursday June 15th 2017** – 7 AM at FEC

Respectfully submitted on
March 30, 2017 by P. Boyle