

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT**

**Audit Committee Meeting Minutes**

**August 26, 2019**

**MEMBERS OF THE COMMITTEE PRESENT:** Kelli Anne Jennings, Marc Negrin, Richard Petersen, Philip Reyling

**MEMBERS OF THE DISTRICT PRESENT:** Adriane Brower, Nicole Ciminiello, Doreen Lamm, Frank Mazzie

**1. Opening**

- The meeting opened at 5:30 p.m. in the Administrative Center;

**2. Welcome**

- Committee members and District staff took the opportunity to briefly discuss their backgrounds and expertise;
- Staff members provided information about their position with the District, specifically in the Business Office, and provided their number of years of service;
- Philip Reyling was appointed to another two-year term at the July re-organization meeting and will once again Chair the Audit Committee for the 2019-2020 school year.

**3. Committee Member Update**

- Frank Mazzie announced that the third community member for the Audit Committee was to be appointed at the August 26, 2019 Board of Education meeting.

**4. Office of the State Comptroller – Roles & Responsibilities of Audit Committee Members**

- Frank Mazzie provided members with a copy of the Office of the State Comptroller’s “Cost-Saving Ideas: School District Auditing – Roles, Responsibilities and Resources”.
- A brief discussion ensued regarding how the Committee can best serve the District’s needs.

**5. Review of Internal Auditor RFP Results**

- Frank Mazzie explained that the extension of the current Internal Auditing RFP would be expiring on August 31, 2019.
- The Committee reviewed and discussed the results of the RFP that was issued in early August 2019 including the merits of each responding firm.
- Each member provided their thoughts about the current firm, Cerini & Associates, versus the idea of bringing in a new firm.
- It was ultimately decided by the Committee to award the RFP to Cerini & Associates based largely upon their performance over the past five years, their integrity with regard to invoicing, and their competitive bidding response to this year’s RFP.
- The Committee’s decision will be placed before the Board of Education for approval at the September 16, 2019 meeting.

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- 6. Review of Upcoming Meetings**
- September 16, 2019 – Audit Committee to be present at Board of Education meeting to respond to any questions pertaining to the decision to recommend Cerini & Associates, LLP as the Internal Auditor for 2019-2024.
  - October 7, 2019 – Presentation of financial reports FYE June 30, 2019 by the External Auditor, R.S. Abrams, LLC, to the Audit Committee at 5:30 p.m. in the District Office Conference Room;
  - October 21, 2019 - Presentation of financial reports FYE June 30, 2019 by the External Auditor, R.S. Abrams, LLC, to the Board of Education;
  - A meeting to be scheduled later in the school year will include a presentation by Adriane Brower, the Internal Claims Auditor, regarding the District reporting she prepares on a monthly basis.
- 7. Meeting adjourned at approximately 6:10 pm.**