

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT**  
**Audit Committee Meeting Minutes**  
**December 16, 2019**

**MEMBERS OF THE COMMITTEE PRESENT:** Manny Felouzis, Kelli Anne Jennings, Marc Negrin, Philip Reyling

**MEMBERS OF THE COMMITTEE ABSENT:** Richard Petersen

**MEMBERS OF THE DISTRICT PRESENT:** Nicole Ciminiello, Frank Mazzie

**MEMBERS OF THE PUBLIC PRESENT:** Shari Diamond, Thomas Weyer

**1. Opening**

- The meeting opened at 5:00 p.m. in the Saxton Middle School Library;

**2. Presentation by Internal Auditors, Cerini & Associates**

- Shari Diamond and Tom Weyer from the District's internal auditing firm, Cerini & Associates, delivered a presentation about the different reports that they prepared for the District, and were shared with the Board of Education, including:
  - Monitoring Report – May 2019
  - Review of Special Education Revenues & Expenditures – May 2019
  - 2019-2020 Risk Assessment Report – December 2019
- In reviewing the Monitoring Report, whose focus was on Human Resources and Information Technology, Ms. Diamond pointed out the risk levels of the original findings and the implementation status of the remaining items.
- The Special Education report detailed their findings from their work done earlier in the year to assist the District with maximizing potential revenues and ensure the District is properly monitoring Special Education costs.
- As part of the 2019-2020 Risk Assessment Report, Ms. Diamond explained the driving forces behind what areas are chosen to be audited (i.e., audit committee recommendations, trends happening in the industry as well as discussions with the administration and risk assessment analysis).
- Ms. Diamond provided the committee with an outline of the proposed areas that can be tested over the next five years.
- The committee unanimously voted and agreed to test these areas as follows:
  - 2019-2020 - HR and Payroll (Employee Salary and Overtime Pay)
  - 2020-2021 - Information Technology (Inventory)
  - 2020-2021 - Benefits (Eligibility and Payments)
  - 2021-2022 - HR and Payroll (Employee Attendance Tracking)
  - 2022-2023 - Buildings and Grounds (Use of Facilities)
  - 2023-2024 - Extra classroom Activity Fund (Club Records and Cash Handling)
- Since Payroll is the District's biggest expenditure, and hasn't been tested in five years, it was agreed that this be done first, beginning with the first pay period in January.

**3. Meeting adjourned at 6:00 p.m.**