



**Bethlehem Central School District
Audit Committee Meeting
Minutes
September 25, 2013**

Members Present: Matt Downey and Caitrin Navarro.

Others Present: Dr. Thomas Douglas, Michael Cooper, Judith E. Kehoe, Phyllis Albano, and Jim Cusack and Jason Marra of Cusack and Company.

The meeting was called to order at 5:30 pm.

Approval of Minutes

A motion was made by Caitrin Navarro, seconded by Matt Downey, and unanimously approved, to approve the minutes from the June 10, 2013 Audit Committee Meeting.

Selection of Committee Chairperson

This item was tabled, pending appointment of the third member of the committee.

Presentation of the Draft External Audit Report by Cusack and Company and District's Draft Corrective Action Plan

Jim Cusack and Jason Marra presented the draft audit report, reviewing the various areas tested, and results of compliance testing on Federal grants. They noted that the Single Audit program has a \$500,000 threshold, and that the Major program threshold is \$300,000 (these limits affect the testing that they need to do). They selected two funds for compliance testing (Title I and IIA programs) and then performed limited testing on other areas. There were no findings based on their audit work.

They noted that the district is appropriately utilizing reserves, and that we compare favorably to the other school districts whom they audit. The management letter comments were reviewed as well. The District's corrective action plan will be provided at the October 16, 2013 board meeting, noting that all recommendations from the auditor will be (or have been) addressed.

The draft report was approved by the committee, upon a motion made by Matt Downey, and seconded by Caitrin Navarro. A summary of the report will be presented by Jim Cusack, Jason Marra, and Judi Kehoe at the October 2, 2013 board meeting, and the Board will act to officially accept the report at this meeting. The report will be submitted to SED and OSC by the October 15, 2013 deadline.

Next Meeting

The agenda will include review of the internal audit work by Ken Ziobrowski. The meeting date will be selected after we have scheduled the field work, and have a release date for the draft report.

The meeting was adjourned at 6:07 pm.