



**Bethlehem Central School District  
Audit Committee Meeting  
Minutes  
October 4, 2011**

Members Present: Matt Downey, Laura Bierman and Caitrin Navarro.  
Others Present: Dr. Michael Tebbano, Judith E. Kehoe, Phyllis Albano, and Jim Cusack and Jason Marra of Cusack and Company.

Chairman Downey called the meeting to order at 5:30 pm.

**Approval of Minutes**

A motion was made by Laura Bierman, seconded by Matt Downey, and unanimously approved, to approve the minutes from the June 8, 2011 Audit Committee Meeting.

**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 approximately 450 hours of staff time was devoted to their initial audit of the district. The management letter comments were reviewed and discussed. It was noted that the findings on Extracurricular Activities were typical, especially given that the clubs are intended to be a form of training for students on how to manage business affairs. The draft report was approved by the committee, upon a motion made by Laura Bierman, and seconded by Caitrin Navarro. A summary of the report will be presented by Judi Kehoe at the October 5, 2011 board meeting. The report will be submitted to SED and OSC by the October 17, 2011 deadline. The full Board will act to officially accept the report at the October 19, 2011 meeting.

**2011-12 Internal Audit Procedures**

The internal auditor, Ken Ziobrowski has completed his testing during the weeks of 9/12/11 & 9/19/11. His draft report will be ready for review with the committee any time after November 1<sup>st</sup>. He is scheduled to perform the annual update of the Financial Risk Assessment during the week of 4/16/12.

**Next Meeting**

The agenda will include review of the internal audit work by Ken Ziobrowski. The Committee selected Tuesday, November 22, 2011 at 5:30 pm as the meeting date.

The meeting was adjourned at 6:08 pm.