

Audit Committee Meeting Minutes

April 20, 2016

Attendance: JoJuana Leavell-Greene, Piper Lewis, Lindsay Wright, Becky Riley, Aleisha Ellis, Myron Thompson, Bill Gatliff, Kay Kennedy, Beverly Reese, Jo Ann Bright, Dave Osborne, Lee Ann Waters, Debbie Smith, Hiren Desai, Rodney Jackson and Sherry Price

After introductions, there was discussion regarding who will take John Price's place on the committee.

Kay Kennedy is a consultant in to help us through June in the areas of Budget, MUNIS, Human Resources and Finance.

Payroll Internal Audit HR/Payroll Findings –Hiren will provide written response by June.

Audit Committee asked the staff and internal auditors about the follow up process in place. Debbie Smith stated she met with Julane about Budget policy, page 5. Detail Policy and Procedure. Everything is in compliance but recommendation would be helpful to be implemented on (page 7) It was additionally stated that there are many budget transfers. Best Practices recommends some threshold amount for budget transfers to be approved by the Board. Hiren agreed that we need to set an amount and that there will soon be monthly budget transfer report of budget changes. The Tentative Budget will go to Board in May and the Working Budget will be presented to Board in September.

Audit Committee asked, Can we define the changes being made? Response was yes and the process implemented will address this because transparency is most important.

Comment was made from attendees that Budget is a lot more detailed than you would think and education and processes are very important.

Administrative Resources office will implement Best Practices under Hiren's direction.

Hiren also informed the committee that the Superintendent has an entry plan but not sure when it will be implemented. It will not be ready by the tentative budget timeframe. Thus the Tentative Budget in May will flat line. September budget will reflect the entry plan in September Working Budget. There will be a written status report in June.

The Audit Committee was asked if the district is still responding to state questions about the 2014 audit. Hiren responded that we are not. The Auditor's Office completed its report, the district filed several updates through the Fall 2015, and we now considered the process closed.

Debbie Smith stated that their firm has completed 3 major assignments this year– (1) Payroll Audit (2) Risk Assessment and (3) Budget

Becky Riley and Aleisha Ellis presented from Accounts Payable department. The presentation included Fixed Assets, Travel and Accounts Payable. The presentation was detailed and very informative to inform the audit committee of district processes to mitigate and eliminate risk. There will be similar presentations at each audit committee meeting to educate everyone about FCPS processes.

Compliance Officer spoke on how Ethics Point will be used, when it will be implemented and who will compile the information. June 15 the current scheduled roll out implementation date. That will give us time to work out any bugs before school starts next year. The major areas to be addressed with the compliance hotline are the following:

- Finance, Technology, Human Resources, Risk Management and Safety
- This is a 3rd party source independent source and is NOT affiliated with FCPS
- The system caller is anonymous
- Let's Talk is a separate program and is in addition to the compliance hotline.
- The caller must save the 5 digit call assignment case number to get an update
- Ethics Point cover page has FCPS policies on it

Next meeting Wednesday, July 20th 9:30 am till 11:00 am at IAKSS Central Office.