

Audit Committee Meeting

January 20, 2021 – 9:30 am (Virtual via Zoom)

Attendees:

John White
Rodney Jackson
Chris Ensslin – Audit Committee Member Chair
Sharon Holbrook – Audit Committee Member Co-Chair
Mark Sellars – Audit Committee Member
Larry Forester – Audit Committee Member
Penny Christian - Audit Committee Member
Joey Sheroan – Audit Committee Member
Allison Marcum – Audit Committee Member
Dave Osbourne – Audit Committee
Bill Kohm – Dean Dorton (Internal Auditor)
Phil Blakely – Dean Dorton (Internal Auditor)
Kevin Cromwell – Dean Dorton (Internal Auditor)
Bill Meyer – Strothman and Co (External Auditor)
Jeanna Jones – Strothman and Co (External Auditor)
Tiffany Williams
Rebecca Riley
Anthony Davis
Sherry Price
Lindsay Wright
Myron Thompson
Casondra Jones
Cindy Hipsher
Amy Justice

Not in attendance:

Christy Morris – FCPS Board Member

Introductions & Approval of minutes - Rodney Jackson.

Meeting opened by Chris Ensslin. Introduction and approval of prior meeting minutes.

Internal Audit Committee Report update – Dean Dorton

Main focus was IT Audit update. User Awareness Training, Terminated User Access Removal, Admin & Super User Access. Audit is 30-40% complete. Things should be wrapped up on time. There is a plan for 2020-21, none yet for 2021-22. There will be risk assessment discussions soon. Chair stated that since there hadn't been any in person learning, School Activity Funds didn't need to be looked at too hard at the time. They're still doing work around even though school has not been in. COVID risks should be more of a priority. However, Business Continuity Plan & Disaster recovery Plans should be focused on more.

IT is so broad, there should be specification on certain areas. Rodney asked that Chromebooks be focused on. Governance – eight risks were found, only five were focused on. Risk responses were from initial risk assessment. Question was asked why Title IX was not a larger risk assessment. Audit member felt like there should be more focus given to this risk. There was discussion that Title IX is mainly thought of in terms of athletics, however, it is more based on overall sex discrimination in schools. Transgender issues (ex. Bathrooms) are included in this. Question was asked whether or not there were processes in place to deal with this. Answer, due to students being under age, their individual interests are considered because circumstances are so unique. They're judged on case by case basis. There is an overall Title IX policy in place and training is ongoing.

Dean Dorton is doing outstanding work and is very appreciated by the Audit Committee.

COVID Update- Rodney Jackson

Still working on a platoon system.

Benefits – CARES Act Leave ended Dec 31st, Biden Administration may extend some of these regarding leave time.

Certification of Audit was signed off on. Due to COVID, Benefits such as leave time may not need to be used in case of snow days, because we now know how to telework.

External Audit Committee Report – Strothman and Co. – Jeanna Jones

Financial Audit draft was submitted in October but was extended from December 15th to Jan 15th 2021.

No findings issued under uniform guidance. External Auditors were in attendance at Dec 14th Board meeting and Board was aware of extensions. Data collection is all that is needed to finalize audit.

Discussed was the thought Occupational Tax would have gone down more.

Is revenue for SAF included in the Main Audit report? District Wide funds, yes.

School Activity Fund revenue is several million dollars.

Are there any controls that don't exist and Auditors would like to see? Training for Principals and Teachers. They would also like for schools to stay in compliance with Redbook such as timing of deposits over \$100. Mr. Jackson stated Terminations have happened due to non-compliance.

Issues come with new Bookkeepers and the turnover. School Accounting team works closely with new bookkeepers to make sure training is extensive.

There were three school with no findings, MLK, Eastside and Coventry Oaks.

All issues are taken seriously by Tiffany and her team and appropriate follow-ups will occur with Chiefs, Principals and bookkeepers.

Everyone is doing a great job!

Compliance Officer Report – Lindsay Wright

A few reports have come into the Hotline, many are repeat reports. The majority are anonymous and this can be limiting in the investigation. There was a conflict of interest complaint – SBDM.

The Hotline is viewed as worthwhile even as there are low numbers of complaints come in.

All schools also have a STOP Tipline available for teachers, students and parents.

Compliance Hotline are for Staff, not students. It is advertised by Lindsay Wright, with her training in schools primarily.

No calls or complaints from the Hotline have ended in Administrative leaves, those have all been from HR. Principals and staff know to give Lindsay a heads up that a parent or student have made a formal complaint.

Audit Committee miscellaneous requests & comments

New sub-committee to be formed in regards to by-laws with Larry Forester, Dave Osbourne and Sharon Holbrook to take charge.

Closing thoughts and next meeting

Motion to adjourn given by Larry and Sharon.

Next meeting will be April 21st at 9:30 am (Virtual via Zoom)

Meeting closed by Rodney Jackson and Chris Ensslin

Submitted by Casondra Jones