

## Huntington Union Free School District

### Audit Committee Meeting Minutes

October 5, 2009

Location: Abrams Intermediate School  
Superintendent's Conference Room

Time: Called to Order: 5:40 p.m. Adjourned: 6:10 p.m.

Members: Elizabeth Black, Lynn Kiraly, Richard McGrath

Attendees: Elizabeth Black  
Lynn Kiraly  
Richard McGrath  
Joyce Keegan  
David H. Grackin  
Jill Sanders

1. Mr. McGrath requested a list of Bond Issues for other school districts on Long Island to compare to the District's long term debt. Mr. Grackin will contact Hawkins, Delafield and Wood and ask for such a list.
2. According to Ms. Sanders, 60 percent of their school district clients are outsourcing SAS 112. The Audit Committee discussed this Comment and made no Motion.
3. Ms. Sanders reviewed the Management Letter:
  - a. Mr. Grackin will investigate cash receipts and how they are handled at the schools;
  - b. Extra classroom Comment was reviewed and discussion took place regarding inactive clubs and delivery of materials;
  - c. Payroll process controls – segregation of duties was discussed;
  - d. Time and Attendance Reporting at the schools was discussed including why Jefferson Primary is the only building not keeping Attendance logs;
  - e. Ms. Kiraly discussed monthly reports – ATH, clerical;
  - f. Purchase order encumbrances were discussed;
  - g. Summer Handicapped Program funding issue was discussed;
  - h. Ms. Sanders discussed GASB 45 and its implications;
  - i. Ms. Sanders reviewed 2008-2009 revenues and expenditures.