




---

Michael McQuary President	Richard Barrera Vice President	Kevin Beiser Trustee	John Lee Evans Trustee	Sharon Whitehurst-Payne Trustee
------------------------------	-----------------------------------	-------------------------	---------------------------	------------------------------------

AUDIT AND FINANCE COMMITTEE  
Education Center Conference Room 2249  
September 28, 2016  
MINUTES

Members Present: McAllister, Harvey, Ambrosio, McQuary, Whitehurst-Payne

Staff Present: Salkeld, Macalos, Cashmon, Donovan, Hudson, Seiders, Brian Page and Heather Usiski w/ JP Morgan Chase

Public Present: Sally Smith

1. Meeting called to order (McAllister)	McAllister called meeting to order at 4:03 p.m. with all members present.
2. Public Comment	Sally Smith thanked the Internal Auditor for posting the link to the Internal Audit Reports on the Audit Committee page. Requested adding information on the Fraud Hotline to the Principals and Teachers pages for employees.
3. Approval of Minutes (McAllister)	<b>MOTION:</b> Approve minutes for July 6, 2016, regular meeting. Approval of minutes moved by Ambrosio, seconded by Harvey; approved unanimously, with McQuary abstaining.
4. Ongoing Audits Update (Salkeld)	Staff presented the update of ongoing and completed audits. The CDE audit of the Child and Adult Food Care Program is complete.
5. Internal Audit Quarterly Report to the Board (Cashmon)	Staff provided their quarterly report to the committee and their annual audit plan.  Sally Smith advised Internal Audit needs more staff.  <b>ACTION:</b> Salkeld will survey other large districts to find out how many Auditors they have on staff and report back to the committee at the January 2017 meeting.
6. ASB Student Training Update (Salkeld/Seiders)	Over the summer, 33 students from 17 middle and high schools in our District received training from JP Morgan Chase on the fundamentals of managing finances. Periodic trainings for students, ASB Advisors, and Finance Clerks will be provided.  <b>ACTION:</b> Recordings of the ASB trainings will soon be posted online. The PowerPoint presentation was provided to the Principals and Finance Clerks.  <b>ACTION:</b> Harvey suggested creating short training modules online followed by a quiz. Post brief/one-page procedures.

	<p><b>ACTION:</b> Ambrosio suggested including elementary school Finance Clerks in the trainings.</p> <p><b>ACTION:</b> McAllister suggested having the ASB's do a budget projection for the year that lists planned activities. Provide the ASB's with list of examples of appropriate vs. inappropriate uses of their funds. Seiders advised this is already in progress.</p>
7. Roundtable	<p>Follow-up to the Internal Audit report to the Board in July: Best practice to be continued annually.</p> <p><b>ACTION:</b> Committee member appointments/reappointments to be discussed at the next meeting.</p>
Adjournment	4:44 p.m.

A regular meeting of the Audit and Finance Committee will be scheduled on November 28, 2016.

MAH