

Sachem Memo

TO: Charles Murphy, Ed.D.
Superintendent of Schools

FROM: Bruce H. Singer
Assistant Superintendent for Business

DATE: October 7, 2007

RE: **Minutes of Audit Sub Committee Meeting**
Acceptance of External Audit Report
October 16, 2007 Board of Education Meeting

This morning the Audit subcommittee consisting of Badar Mir, April Vitale and Maureen Cahill met at 9 a.m. to review the June 30, 2007 External Audit Report. Also in attendance were Marianne Van Duyne, Ernie Smith, Darrin Iacobelli, Bruce Singer, Ron Sacks, and Rory Manning (Adult Education Supervisor).

Bruce Singer spoke about SAS 112 requirements and how the district is proud that we were able to complete all financial reports with minimal assistance from the external auditors. Marianne Van Duyne stated only four out of her forty clients were able to complete their financial reports. There was only one other client, Nassau BOCES, who completed all reports. She indicated that the BOCES business office has more personnel to complete this task. She acknowledged the outstanding work that Joan Bencze has done.

Marianne Van Duyne reviewed the management letter. The seven areas reviewed were Adult Education, petty cash, old checks, budget transfers, journal entries, computer controls, extra classroom accounts, payroll, purchasing and recommendations. We then reviewed last year's management letter comments to ensure all recommendations were implemented.

We then discussed the June 30, 2007 management discussion and analysis, general fund, special aid fund, school lunch fund and trust and agency.

There was considerable discussion on the fund balance reserves and liabilities. It was agreed by the Sachem audit committee members and Callaghan Smith and R. S. Abrams & Co. that Sachem is unique in maintaining outstanding controls and being in excellent financial condition.

The meeting concluded at 12 noon.

In the event you have any questions or concerns please do not hesitate to contact me.