



District Audit Committee

July 28, 2025

Time 5:00 – 6:00 p.m.

Board of Education Room

Minutes

Present: B. Bass, P. Sullivan-Nunes, D. Wood (via video conference), P. Nagarajan, S. Reddy, M. Walker, L. Raymond, K. Slentz

The committee convened the meeting at 5:05p.m.

1. Framing the work

Committee

- a. Review and approval of agenda

The committee approved the agenda.

2. Meeting with External Auditor

Committee

- a. Preparing for the 2024-25 end-of-year audit

- i. Alan Kassay, Partner, PFK O'Connor Davies

K. Slentz introduced A. Kassay who walked the board through the requirements of the pre-audit meeting, shared an overview of what the audit would consist of, and provided a timeline for the 2024-25 audit.

The board convened with A. Kassay to discuss questions and concerns.

3. Updates and Recommendations

Administration

- a. Internal Audit Update

L. Raymond reviewed the draft audit report of cash receipts and revenues with the committee. The auditor reported a Satisfactory result in accordance with the definition provided to the committee.

L. Raymond and K. Slentz asked the committee to consider what the focus of the coming year's audit should be based on the risk levels of various financial functions shared by the auditor, and those areas that have been audited in recent years. K. Slentz suggested that the committee return to fixed assets inventory and controls as a focus as this was an area of significant concern in prior years. An audit would allow the committee to see if policies, procedures, and protocols put in place have been effective. Another option would be a review of the Medicaid billing process. The committee will determine this at the next meeting.

- b. Audit committee membership and charter review

K. Slentz reviewed the policy language for having three community members on the committee and asked the committee for direction on how to proceed with the selection. The committee agreed that advertising for interested individuals would be a logical approach and directed the administration to advertise accordingly.

4. **Next Steps**

Committee

Administration will advertise for community members interested in serving on the committee and provide names to the committee for review.

Administration will issue an RFP for internal audit services in accordance with Policy 6741 as it has been five years since the last solicitation.

5. **Next meeting Date**

Committee

- a. *September 30 at 5:00 p.m.*

6. **Adjourn**

Committee

The committee adjourned the meeting at 6:00 p.m.