

**The Escambia County School District
Audit Committee Meeting
Minutes, August 24, 2005**

- I. Fred Hurd, Chair, called the meeting of the Audit Committee to order at 5:30 p.m. in the Data Center break room of the Vernon McDaniel Building, 215 West Garden Street, Pensacola, Florida 32502. Mr. Hurd introduced Jennifer King, the new Superintendent's representative, replacing Kathy Langley. Other committee members in attendance were: Virginia Yeagle and Earl Lee. Others in attendance were: Scott Woody, Director, Internal Auditing; Michele Kiker, Auditor; and Susan Reed, recording the minutes.
- II. The Committee adopted the agenda.
- III. There was no public input.
- IV. The minutes for the June 28, 2005 meeting were approved with a recommendation to add an addendum noting the change in date for "the next" meeting.
- V. Items from Internal Auditing
 - A. Mr. Woody presented fourteen (14) completed internal funds audits for fiscal year ending June 30, 2004 all with no findings.

The Committee recommended summarizing the presentation of audits with no findings for Committee meetings and asking Board members if the audit cover sheets would be sufficient information for Board approval of audits with no findings.

Ms. Yeagle questioned a negative balance on the financials for Sherwood Elementary. Mr. Woody stated he would research her question. The audit was pulled to be resubmitted at the next committee meeting.

A motion was made by Earl Lee and seconded by Jenny King to accept the audits presented excluding Sherwood Elementary.

- B. Other issues
 1. Mr. Hurd stated, though not intentional, a couple of members had not had active licenses as required in the Audit Committee Charter. This became apparent when the IIA submitted a new representative. The Committee agreed to recommend eliminating the requirement for an active license. They recommended striking "possessing an active CPA license or CIA designation" from the Audit Committee Charter and inserting "possessing a professional certification (i.e. CIA, CPA, CFE)". The procedures for making changes to the Charter were discussed and Mr. Hurd requested charter changes be reviewed by the Board Attorney and submitted to the Board for approval.

A motion was made by Earl Lee and seconded by Virginia Yeagle to recommend deleting that committee members shall possess an active CPA license or CIA designation and add they shall possess a professional certification (i.e. CIA, CPA, CFE).

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2. Mr. Woody reported the new co-op student was being trained and had been on her first audit.

3. Mr. Woody stated the new internal funds software was now being used for internal funds and the department would only be providing answers to questions regarding the new software.

4. Mr. Woody reported only seven audits remained for the 03-04 school year and audits for the next school year were underway. In response to questions from the committee, Mr. Woody stated the scheduling of audits would reflect principal and secretary changes. In addition, he stated when audit cover sheets are signed by new principals or secretaries, it is so noted and any previous findings or problems are discussed with them.

Mr. Woody stated David Bryant, Auditor, continues to work with the hurricanes and reported hurricane Dennis damages had to be submitted within 60 days. The Committee determined that department staff would be limited to only internal funds audits with a very minimal amount of time for special requests unless another auditor was added to staff.

- VI. There were no items from committee members.
- VII. There were no announcements.
- VIII. The Committee set the next meeting date for October 19, 2005 at 5:30.
- IX. Mr. Hurd adjourned the meeting at 6:13 p.m.

Secretary

Chairman

sfr