

**The Escambia County School District
Audit Committee Meeting
Minutes, December 7, 2005**

- I. Fred Hurd, Chair, called the meeting of the Audit Committee to order at 5:30 p.m. in Conference Room B of the Vernon McDaniel Building, 215 West Garden Street, Pensacola, Florida 32502. He introduced and welcomed the new IIA representative, Mr. Bill Cox. Other committee members in attendance were: Jennifer King, Virginia Yeagle and Earl Lee. Those also present 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 October 19, 2005 meeting were approved.
- V. Items from Internal Auditing
 - A. Mr. Woody presented one (1) completed internal funds audit for fiscal year ending June 30, 2004 with findings and four (4) audits for fiscal year ending June 30, 2005; two (2) without findings and two (2) with findings.

The Committee agreed they only needed the audit cover sheet, finding sheets, principal's response and financial summary in order to review internal funds audits with findings.

Mr. Woody reported findings included not following fund raiser and outside support organization guidelines. In addition, he stated findings were not related to missing or misappropriated funds. In reference to the Escambia High School Internal Funds Audit, Mr. Woody stated the bookkeeper is not new but there is a new principal. He reported that findings noted in this year's audit do not relate to the problems identified last year. In response to questions regarding the Internal Funds Audit of Warrington Elementary, Mr. Woody stated monthly reports were now being sent to Internal Auditing with follow-up by Susan Reed when not received in a timely manner. The Committee suggested training be considered when problems arise from monies collected forms not being completed.

The segregation of duties finding was discussed. The need for someone other than the school secretary/bookkeeper to do the bank reconciliation was noted.

A motion was made by Earl Lee and seconded by Bill Cox to accept the audits presented.

- B. Mr. Woody reported he and Michele Kiker would be conducting an audit requested by a school principal. He also stated the Board attorney had been contacted and if necessary or when appropriate, conclusions will be turned over to Human Resources.

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- VI. Ms. Yeagle asked if a request had been submitted for more staff. Mr. Woody stated the Committee suggested including a request when submitting next year's budget at the last meeting.

In response to a question from Mr. Cox, Mr. Woody stated according to state laws, internal funds audits are conducted at all schools annually. Mr. Cox stated it appeared internal funds audits were not the best use of the department's time. He suggested that audits could be conducted less often or on a percentage basis and asked if the Board could pursue legislative changes to the current requirements for internal funds audits.

- VII. There were no announcements.
- VIII. The Committee set the next meeting date for Monday, February 13, 2006 at 5:00.
- IX Mr. Hurd adjourned the meeting at 6:10 p.m.

Secretary

Chairman

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