

**The Escambia County School District
Audit Committee Meeting
Minutes, June 4, 2007**

- I. Martha Smith, Chair, called the meeting of the Audit Committee to order at 5:22 p.m. in the Data Center Break Room of the Vernon McDaniel Building, 215 West Garden Street, Pensacola, Florida 32502. Other committee members in attendance were: Earl Lee and Virginia Yeagle. Those also present were: David Bryant, Director, Internal Auditing; Barbara Linker, Assistant Superintendent, Finance; Debbie Fussell, Food Service/Travel Senior Financial Analyst; Michèle Kiker, Internal Auditor; Diane Martinez, Internal Auditing Intern and Susan Reed, recording the minutes.
- II. The Committee adopted the agenda as presented.
- III. There was no public input.
- IV. The minutes for the March 14, 2007 meeting were approved as presented.
- V. Items from Internal Auditing
 - A. 1. Mr. David Bryant presented interim audits of Wedgewood Middle School Internal Funds and Pensacola High School Internal Funds with findings for the partial year of July 1, 2006-December 31, 2006. He stated the audits were conducted due to the resignation of the bookkeeper from Pensacola High School and replacement of that bookkeeper with the bookkeeper from Wedgewood Middle. The Audit Committee discussed concerns with the number of findings at both schools, particularly those involving ticket sales. Additionally they expressed concern with principal responses to audit findings. Ms. Michèle Kiker responded and cited possible root causes for these issues. It was noted that some of the issues in the Wedgewood audit had been reviewed with the bookkeeper as a result of a prior audit. Committee members questioned Principal accountability regarding recurring audit issues. Mr. Bryant reported the District would be hiring a person to work with internal funds, which should provide more help to bookkeepers/secretaries.

With the amount of responsibility and money bookkeepers handle, the Committee questioned whether published job qualifications for the bookkeeper position were sufficient to meet the requirements of the job.

Ms. Barbara Linker suggested the Committee consider making recommendation to update the required bookkeeper qualifications and job description. Ms. Yeagle suggested Mr. Bryant take this as a special project.

A motion was made by Virginia Yeagle, seconded by Earl Lee and passed unanimously to accept the internal funds audit with findings as presented.
 2. Mr. Bryant stated the audit of O.J. Semmes After School Child Care Review requested by the Director of Workforce Education, Mr. Carl Leiterman, had been conducted by Ms. Kiker. Ms. Kiker reported funds were collected by the Child Care employees using a manual system with several appropriate forms for maintaining records. She stated the collected funds are eventually turned in to the school secretary for deposit and entry in a holding account for payment to the District. A noted weakness in fee collection was discussed. The Committee asked if there was a need to do additional audits of After School Child Care programs.

A motion was made by Virginia Yeagle, seconded by Earl Lee and passed unanimously to accept the O. J. Semmes After School Child Care Review as presented.

B. Mr. Bryant summarized the other issues noted on the agenda as follows:

He stated Amber Culleiton, Auditor had left the department to go to nursing school. Interviews to fill the vacant position will be conducted on Wednesday, June 6. Mr. Bryant reported thirty-six applications had been received and six of these had been chosen for interviews. He reviewed the process used for narrowing the field of candidates.

Mr. Bryant stated this was Ms. Yeagle's last meeting. The Committee thanked her for serving on the Committee as the School Board Representative. Mr. Bryant stated the Board had asked that he try to find a new representative for them.

Mr. Bryant stated the annual time line he had provided would give the Committee an idea of Committee activity involvement as well as those only involving the department. When asked about FEMA, he stated limited work continues with FEMA but the reconciliation process will be more involved.

Mr. Bryant reported the Senior Auditor Position had been upgraded to be in line with other senior positions.

He stated he had begun contacting people regarding the annual risk assessment. Due to the difficulties involved meeting with people at the end of the fiscal year, he had determined the need to do a three year assessment rather than a one year.

Mr. Bryant stated he and Ms. Kiker had taken the CGAP test. Ms. Yeagle encouraged them to complete the CIA testing.

Mr. Bryant reported he had attended a Florida Association of School Business Officials Conference and participated in a round table discussion and he and Ms. Kiker would be attending an Association of Local Government Auditors Conference in Memphis next week for a School Audits Workshop.

- VI. Ms. Yeagle asked if charter changes had gone to the Board. Mr. Bryant reported the item containing charter changes had been deleted from the agenda for the last meeting and that it would be added to a later Board meeting agenda. He stated it would be easier to request these changes when this chapter is reviewed as a whole rather than individual requested changes.
- VII. There were no items from Committee members.
- VIII. Mr. Bryant announced Ms. Diane Martinez, Auditing Intern, would be leaving in August to start a job with Saltmarsh Cleaveland and Gund.
- IX. The Committee chose to have the next meeting on July 30, 2007.
- X. Ms. Smith adjourned the meeting at 6:15 p.m.

Secretary

Chair

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