

**The Escambia County School District
Audit Committee Meeting
Minutes, February 18, 2008**

- I. Martha Smith, Chair, called the meeting of the Audit Committee to order at 5:20 p.m. in Conference Room B of the Vernon McDaniel Building, 215 West Garden Street, Pensacola, Florida 32502. Other committee members in attendance were: Jennifer King, Earl Lee, and Bill Cox. Those also present were: David Bryant, Director, Office of Internal Auditing; Barbara Linker, Assistant Superintendent, Finance; Gloria Johnson, Director, Accounting Operations; Leslie Scott, Financial Analyst, Linda Lewis, Director, Payroll; Amy Zoesch, tentative Audit Committee representative for the Board and Susan Reed, Administrative Secretary III, Office of Internal Auditing, recording the minutes.
- II. The Committee adopted the agenda as presented.
- III. There was no public input.
- IV. The minutes for the December 3, 2007 meeting were approved as presented.
- V. Items from Internal Auditing
 - A. Other Audits/Reviews
 1. There were no completed audits to report on at this time.
 2. Mr. Bryant summarized the progress of incomplete audits being conducted by the department.
 - a. Mr. Bryant stated he had completed the write-up of the Extra Pay Review and once it is reviewed, he would send a draft to the auditee for response.
 - b. Mr. Bryant reported the draft of the District-Wide Internal Funds Audit had been given to Ms. Barbara Linker for response. He stated much improvement had been made since the addition of Ms. Leslie Scott, which had been recommended in the report. Ms. Linker requested the District-Wide Audit and individual Internal Funds Audits be submitted to the Board at the same time, which would clarify the connection between them and avoid confusion. Mr. Bryant stated he would plan to submit both on the same agenda next year.
 - c. Mr. Bryant reported field work for four George Stone Audits had been completed and plans were to conduct exit conferences soon.
 - d. Mr. Bryant stated the follow-up to the Lipscomb Elementary Investigation had gone well and plans were to send correspondence to the principal regarding their conclusions. The Committee requested a spreadsheet summarizing audit findings and follow-up conclusions. Mr. Bryant commented he would provide them with a copy of the Audit Status Sheet.
 3. Mr. Bryant reported there had been a request to assist with another investigation.
 - B. Other Issues
 1. Mr. Bryant presented an Annual Work Plan for 2008-2009. He discussed several aspects of the plan noting some audits were required, mission based, and budget based. He stated capital project audits would be delayed until they were no longer FEMA related. Ms. Smith recommended looking at the use of a third party contractor to handle dependent eligibility. It was suggested this could be considered as a possible recommendation in the Benefits Eligibility Audit listed on next year's annual work plan. Mr. Cox encouraged Mr. Bryant to discuss the plan with Senior Management to make sure they agree with the plan

and if not why. He also suggested having an audit program available for audits, which produced nothing material.

A motion was made by Bill Cox, seconded by Earl Lee and passed unanimously to accept the Annual Work Plan for 2008.

2. Mr. Bryant presented the department budget for 2008-2009 along with a comparison to the 2007-2008 budget for the Committee's review. He reviewed the increases and decreases in the budget stating increases included car maintenance, gasoline, and local training. Mr. Bryant reported funds from other accounts of the current 2007-2008 budget had been moved to increase funds for the gasoline account, since those funds had already been depleted. The Committee suggested Mr. Bryant should review the vehicle log to determine if recorded mileage was reasonable. They also asked for a description and uses of Survey Monkey.

A motion was made by Bill Cox, seconded by Earl Lee and passed unanimously to approve the Budget for 2008-2009.

3. Mr. Bryant reported a job audit request had been submitted for the Property Inventory Technician job. Mr. Bryant briefly discussed parts of the job audit process.

4. Mr. Bryant reported he had recommended Michele Kiker, Senior Auditor for a one year contract renewal.

A motion was made by Jenny King, seconded by Earl Lee and passed unanimously to recommend contract renewal for Ms. Kiker.

5. Mr. Bryant stated the information regarding the person being considered for the Audit Committee Board representative was included in the Audit Committee agenda packet for informational purposes only. He reported the Board would be voting on this issue at their February 19 meeting.

6. Mr. Bryant stated the agenda packet had included a copy of a memo sent from Ms. Linker to all employees addressing issues noted in the Travel Audit.

7. Mr. Bryant stated Mr. Gilmore had left the department to return to work for a previous employer, who had offered him a job at a much higher rate of pay. He reported there had been over 50 applicants, ten were interviewed, and the job had been offered and accepted.

VI. Ms. Smith asked Mr. Bryant to leave while she discussed Mr. Bryant's evaluation. She stated she had spoken to all the Board members and asked the Audit Committee members she had not previously been able to contact for their input as to how Mr. Bryant's job performance.

Mr. Bryant returned to the meeting.

A motion was made by Bill Cox, seconded by Earl Lee and passed unanimously to recommend contract renewal for Mr. Bryant.

VII. Mr. Bryant announced this would be Ms. Reed's last meeting. He stated she would be retiring the end of March. The Committee thanked Ms. Reed for all her help and expressed best wishes. Mr. Bryant reported her position would have to remain vacant for 30 days before it could be filled.

Mr. Bryant stated the requested Charter changes were being advertised. He mentioned Ms. Smith had voiced her concern with the difficulty in finding Audit Committee member replacements and had suggested changing language in the charter to broaden the field of eligible member possibilities. The Committee agreed Ms. Smith should work with Mr. Bryant on language changes to increase eligible member possibilities.

VIII. Mr. Bryant suggested waiting to set the next Audit Committee meeting. He stated he would send out an e-mail at a later date.

IX. Ms. Smith adjourned the meeting at 6:50 p.m.

Secretary

Chair

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