

**ESCAMBIA COUNTY SCHOOL BOARD**  
**AUDIT COMMITTEE**  
**MINUTES**  
**OCTOBER 24, 2011 - 5:30 PM**

**I. CALL TO ORDER**

Tod Wilson, Audit Committee Chair, called the meeting of the Audit Committee to order at 5:37 p.m. in the Human Resource Conference Room, 75 N. Pace Blvd, 1<sup>st</sup> Floor, Pensacola, FL 32505. Those present were Tod Wilson; Amy Kozak; Earl Lee; Diane Martinez, via telephone conference; David Bryant, Director, Office of Internal Auditing; Michele Kiker, Senior Auditor; Justin Cook, Internal Auditor; Gloria Johnson, Director, Accounting Operations and Jennifer Chinchar, Audit Administration Specialist, recording the minutes.

**II. ADOPTION OF AGENDA**

A motion was made by Mr. Lee and seconded by Ms. Kozak to adopt the agenda as presented. Motion passed unanimously.

**III. PUBLIC INPUT – There was no public input.**

**IV. APPROVAL OF MINUTES FROM MEETING OF APRIL 4, 2011**

A motion was made by Ms. Kozak and seconded by Mr. Lee to approve the minutes for the April 4, 2011 meeting. Motion passed unanimously.

**V. ITEMS FROM INTERNAL AUDITING**

- A. Internal Accounts Audits (2009-2010 Follow-Ups) – There were 10 schools presented. Mr. Bryant explained the follow-up requirements and process. Mr. Lee asked about the analysis performed to test for spending internal funds, rather than budgeted funds. Mr. Bryant explained this process. A motion was made by Ms. Martinez and seconded by Mr. Lee to accept these reports. Motion passed unanimously.
- B. Warrington Middle Interim Internal Accounts Audit (07/10 - 04/11) – Mr. Bryant explained an interim audit was performed through April 2011. A motion was made by Mr. Lee and seconded by Ms. Kozak to accept this report. Motion passed unanimously.
- C. Internal Accounts Audits (2010-2011) – Mr. Bryant discussed the following:  
Internal accounts audits had been completed and he explained the compliance aspects of the audits. Schools are on a rotation schedule.
1. Warrington Middle School – Mr. Bryant indicated a report was issued for this school to indicate the school's activity and progress from the previous audit year to current year. He indicated future interim audits and surprise cash counts would be conducted.
  2. Schools without Audit Findings – There were 8 schools presented.
  3. Schools with Audit Findings – There were 19 schools presented. Mr. Bryant discussed Bellview Elementary's repeat audits and frequent findings. He also discussed Lipscomb Elementary and N.B. Cook Elementary and the large number of audit findings in the 10-11 FY audit.  
A motion was made by Ms. Kozak and seconded by Mr. Lee to accept these reports. Motion passed unanimously.
  4. District-Wide Report on School Internal Accounts – Mr. Bryant discussed the process of compiling the district-wide report. He also commented on the frequent findings portion of the report. A motion was made by Ms. Martinez and seconded by Ms. Kozak to accept these reports. Motion passed unanimously.
- D. Other Audits/Reviews
1. Tate High Ag Fundraiser Investigation – Mr. Bryant discussed that an inventory and financial analysis of this fundraiser was conducted and a report was issued.

2. 2010-2011 Food Service Procurement Review – Mr. Bryant explained the process of the Food Service Procurement Review and discussed the findings noted in the report. A motion was made by Mr. Lee and seconded by Ms. Kozak to accept these reports. Motion passed unanimously.
3. Dependent Eligibility Audit (Discussion Item) – Mr. Bryant discussed this audit will take months to complete and numerous hours of staff time. He briefly discussed the items that will be reviewed and requested during the course of the audit process.

E. Other Issues – Discussion Items


1. FEMA – Mr. Bryant gave an update on FEMA and discussed that Hurricane's Dennis and Katrina are in the closeout process. He indicated that Hurricane Ivan is still pending.
2. Director Evaluation – The committee discussed and approved the evaluation of Mr. Bryant, Director, which was conducted by Mr. Wilson, Committee Chair.
3. Audit Committee Member Vacancy – Mr. Bryant indicated the Superintendent is still looking for a person to fill the Superintendent Designee vacancy.
4. Update on Office of Internal Auditing Intern – Mr. Bryant indicated the position was vacated by a previous intern who is now a full-time employee at the District. The new intern is a student at UWF.

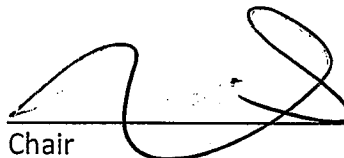
VI. ITEMS FROM COMMITTEE MEMBERS - None

VII. ANNOUNCEMENTS – Mr. Bryant announced that Justin Cook, Auditor is studying to take the CFE (Certified Fraud Examiner) exam.

VIII. NEXT MEETING DATE – To be determined.

IX. ADJOURNMENT – A motion to adjourn was made by Mr. Lee and seconded by Mr. Wilson. Motion passed unanimously. The meeting ended at 7:06 p.m.

  
Secretary

  
Chair

3-5-2012  
Date