North Rose Wolcott CS

Audit Committee

Minutes

Date: June 11, 2018
Present: Danny Snyder, Board Member, Izetta Younglove, Board Member, John Boogaard, Board Member, Lisa Cook, Claims Auditor

Details:

1. Ms Cook gave the Committee and overview of what she uses to determine what the District pays. She showed us her procedure book which had all the Board adopted Policies pertaining to financial concerns. She uses these policies to determine what to pay and what to question. Some of the items in her book concern mileage, and staff tuition returns.

2. Most Common Questions:
    A. No Purchase Order (PO) for purchased items
    B. Mileage – needs something from conference etc attached, Google Maps etc
    C. Conferences – Meals must be itemized, (pay for one person only, no alcoholic drinks)
    D. POs - must be done before the services on the PO.
3. Outside Auditor – yearly, they check on PO's
4. Who Checks Math on PO's? Lisa is the 4th person who sees and checks. Bob Magin or Richard Walker always check.
5. Quotes – District requires three quotes for high cost items.
6. How Many payments per year – about 2500 are processed.

Committee Discussion:

Should the District have a policy on use of vehicles to be used locally instead of mileage especially between buildings. Example – a car to be left at the DO for that staff to visit other buildings during the day.