

Syracuse City School District
Board of Education Audit Committee Meeting
Tuesday, July 17, 2007, Board Room

The Audit Committee meeting began at 12:00 p.m. Present: Commissioners: Calvin Corriders-Chair, Ned Deuel, and Mr. Edward Moran, Dr. Joseph Camerino, Stephen Colicci, David Silverman. Excused Absence: Commissioner Kim Rohadfox-Ceaser

Discussion Items:

Payroll Audit and Fiscal Action Plan: Chief Financial Officer (CFO), Joe Rufo went over the Payroll Internal Audit including the management's responses and Fiscal Action Plan (based on external auditor management letter) that was distributed to the Committee. Joe indicated we have two audits along with two action plans. Fiscal Services has a roadway to correct the issues at hand. Fiscal Services has a clear cut action plan that prioritizes issues, assigns individuals, and includes timelines. The roadway as it relates to payroll includes four categories to resolve the issues: A) A new integrated business system versus the current 25 year old DOS nonintegrated system. B) Issues which we are unable to change without changes to collective bargaining agreements. C) Identified issues for which a resolution is currently taking place. D) Recommendations that will be included as part of the multi-year corrective action plan. The development of a seamless process map including individuals responsible and timeline is critical to the processes.

The Committee inquired if the corrective action process will result in any cost savings or other efficiencies. Joe feels there will be no labor changes however the quality of information will significantly improve.

The Committee inquired about the action plan timeline. Joe Rufo indicated the timeline will be 24 to 36 months. The timeline includes preparing and rewarding a request for proposal for implementation partners on the business software package and data conversion to the new software package. At the same time the staff must be trained. The Committee agreed on the importance of retaining a quality implementation partner and the timeline was reasonable. The Committee recommended Tim Redmond, Director of Internal Audit be part of the software conversion process.

Payroll is in the process of hiring a new Payroll Supervisor. The committee requested the payroll department be an ongoing discussion item on the audit committee agenda. The Payroll Internal Audit included a recommendation of "lagging" the payroll until the Friday after the pay period, to permit the collection of all necessary data. The Committee felt the concept to be right but the process not doable due to the bargaining unit agreements.

External Audit: Chair-Calvin Corriders made a motion to go into executive session, all agreed. The Audit Committee convened to executive session at 12:45 to discuss contract matters. The Audit committee adjourn from executive session at 1:15

On Thursday July 19, 2007 SCSD will meet with external auditors: Testone, Marshall and Discenza's CPA's to go over the planning and timeline for the 2006-2007 year end audit. The Committee requested Partner Gail Kinsella to be present at the August Audit Committee Meeting.

The meeting was adjourned at 1:27 pm.

The next Audit Committee Meeting was not scheduled.

Respectfully submitted,

Joe Gugino
Syracuse City School District School, Auditor III