

Minutes of Audit Committee meeting November 16, 2017 4:30PM

In attendance: Renee Garrett, Carol Woodward, Bruce Ellis, Michael LoManto

Claims Auditor position options:

Hire within, BOCES CBO, share with another district

Cost figures will be gathered with the three options

Questions:

1. Tell us about yourself.
2. Would you be available to present to the Board of Education as needed?
3. Do you meet with the Board of Education and can you describe your relationship with your board.
4. How much time do you spend completing your duties in your position?
5. How do you resolve a breach in proper purchasing procedures? If you uncovered a finding how would you deal with it?
6. If you noticed there were 25 sheets of plywood ordered and you see there are only 10 sheets delivered. Tell us about your process in rectifying the difference.
7. When you discover there not enough supporting documentation, what do you do?
8. Tell us about your relationship with administration. If there is an issue/conflict with administration, how do you deal with it?

Carol Woodward