

**CRCSD Audit Committee Minutes
Fifth Meeting of the Fiscal Year
Noon-1:30pm, March 7, 2018
Educational Leadership & Support Center, Cedar Room A**

Attendance: Gary Becker, Presiding, Steve Graham, Gordon Epping, Heidi Hobkirk, Sherry Luskey, Wendy Lynn, Rich Patterson, Scott Szymanek, Andrew Tiedt, Jordan Valle and Matthew Walz.

Absent: Tom Hoffmann, Maureen Oviatt and Jennifer Borcharding.

Review and approve minutes from the January 10, 2018 Audit Committee meeting.

Mr. Becker asked for any corrections to the minutes. There were no corrections. A motion to approve the minutes was made by Mr. Epping and seconded by Mr. Szymanek. Minutes approved.

Internal Control Review.

Discussion with Mr. Josh Kettler from RSM regarding review of internal controls for Cedar Rapids Community School District. Mr. Epping, Mr. Szymanek and Mr. Walz will review the scope of work from RSM and share with committee members at the April 11th meeting.

Annually meet with the independent auditors to review and approve the scope of the annual audit.

Ms. Hobkirk shared the letter addressed to the audit committee from RSM regarding the annual audit. She noted how RSM keeps its independence from the school district, how they will develop materiality based on both qualitative and quantitative analysis when doing audit, use of unpredictable procedures, internal controls and the timing of the audit fieldwork. The overall scope of the audit is the same as in prior years.

Review the experience and qualifications of the independent auditor's senior member as well as members of the team assigned to the District audit.

Ms. Hobkirk shared the professional biographical information of RMS senior staff, Kevin Smith and Heidi Hobkirk also team members Jordan Valle, and Zack Kubik.

Review and consider at least once every five years, a rotation of the audit partner responsible for the District independent audit, in coordination with the five-year audit RFP award.

Ms. Hobkirk will check how long she has been the audit partner on the district audit and share at the April meeting.

Obtain and review reports from the independent auditors on an annual basis describing the auditor's internal quality control procedures, any material issues raised by the most recent quality control review or peer review of the firm or by any inquiry or investigation by governmental or professional authorities within the preceding five years respecting one or more independent audits carried out by the firm, any steps taken to deal with any such issues and all relationships between the independent auditors and the District.

Ms. Hobkirk shared the most recent System Review Report of RSM from BKD CPA's & Advisors. Ms. Hobkirk also noted that RSM has an internal inspections team that visits sites and evaluates the different RSM offices.

Review of Other Items of Importance

- a. Review local revenues report
- b. Review any complaints received and status of resolution
 - i. None received.
- c. Review Committee Highlights
- d. Review previous meeting comments

Adjourned to Executive Session 1:10 pm

Executive Session

Management adjourned the meeting.

The next meeting of the committee will be Wednesday, April 11, 2018 at the Educational Leadership & Support Center, Cedar Room A, 2500 Edgewood Road NW.

By: _____
Gary Becker, Chairperson

By: _____
Christine McGuire, Minutes Taken