

**CRCSD Audit Committee Minutes  
Seventh Meeting of the Fiscal Year  
Noon-1:30pm, May 2, 2018  
Educational Leadership & Support Center, Cedar Room A**

**Attendance:** Gary Becker, Presiding, Steve Graham, Jennifer Borcharding, Gordon Epping, Tom Hoffmann, Sherry Luskey, Wendy Lynn, Maureen Oviatt, Rich Patterson, Scott Szymanek, Andrew Tiedt and Matthew Walz.

**Absent:** None

**Review and approve minutes from the April 11, 2018 Audit Committee meeting.**

Mr. Becker asked for any corrections to the minutes. Mr. Szymanek noted the next meeting date should be May 2<sup>nd</sup> not May 11<sup>th</sup>. A motion to approve the minutes as corrected was made by Mr. Patterson and seconded by Mr. Szymanek. Minutes approved.

**Internal Control Review.**

Mr. Graham reported the Board of Education approved the RSM internal controls audit at the April 28, 2018 meeting. Ms. Luskey stated that she and Ms. Braumann, Accounting Supervisor, would be having a conference call with RSM this afternoon regarding scheduling the internal controls audit.

**Annually review its own performance and effectiveness.**

Mr. Graham shared results of prior year's survey and will email this year's survey to committee members.

**Provide annually to the Board of Education a written report of how the committee has discharged its duties and met its responsibilities. Review process.**

Committee members reviewed last years' report to the Board of Education and current year listing of highlights thus far. Mr. Graham will draft report for review at the June committee meeting. Mr. Becker, Mr. Epping, Ms. Oviatt and Mr. Walz will attend the June 11, 2018 Board of Education meeting.

**Appoint committee chairperson and new members to fill committee vacancies. Identify vacancies.**

Mr. Patterson nominated Mr. Becker for committee chairperson for the fiscal year 2018-2019, seconded by Ms. Lynn. Nomination approved. Committee will review applications for new members at the June 6<sup>th</sup> meeting and make recommendation to the Board of Education.

**Review of Other Items of Importance**

- a. Review any complaints received and status of resolution
  - i. None received.
- b. Review Committee Highlights
- c. Review previous meeting comments
  - i. District's review of employee background checks for any employee that has a function in the cash process of the financial role with the district. Human Resources does a background check on all new district employees. Ms. Luskey

has researched the use of Armor Car Services and will follow up with more information at the June meeting. Mr. Graham summarized discussion as finding a systematic solution to add level of protection for staff handling funds.

**Adjourned:** 12:55 pm

The next meeting of the committee will be Wednesday, June 6, 2018 at the Educational Leadership & Support Center, Cedar Room A, 2500 Edgewood Road NW.

By: \_\_\_\_\_  
Gary Becker, Chairperson

By: \_\_\_\_\_  
Christine McGuire, Minutes Taken

## **Meeting Evaluation:**

### **+Plus (Things done well)**

- Good discussion on what to do with personnel/equipment handling cash
- Good discussion about cash security
- Very good & positive response from staff to any concerns raised by a committee member with outcome announced to committee at next meeting.
- Good discussion as usual

### **▲Delta (Things to change)**

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### **Parking Lot / Issue Bin**

- Thanks to Steve Graham for a successful career that has helped do what the CRCSD is all about – helping children. Good luck to Steve and thanks.