

Skaneateles Central School District
Board of Education

Audit, Budget, and Finance Advisory Committee

Draft Minutes

09/28/20

The meeting came to order at approximately 5:40 PM with the following in attendance:

Board of Education Members: Danielle Fleckenstein, Michael Kell, Tom Lambdin

Advisory Committee Members: Susanne Guske, Jenn Young, Christine Burgher

District Members: Christine DeMass, Eric Knuth

Auditor: Michael Lisson, Grossman St. Amour

Mrs. DeMass opened the meeting with a review of the agenda. Mr. Kell advised he would be reporting back to the full board.

Mrs. DeMass introduced Michael Lisson from the Grossman St. Amour auditing firm. Mr. Lisson gave a brief snapshot of his personal background. He then began his presentation (attached) by reviewing the required communications, highlighting estimates of capital assets, TRS and ERS pension plans and OPEB. He went over the audit process which included working closely with the District's treasurer both virtually and in person. For a first year audit, Mr. Lisson noted that things went extremely well and was impressed with the controls that the district has in place.

Mr. Lisson continued to give a high level review of the financial information, highlighting the District's higher cash position. He advised this was most likely due to the closure from March until the end of the school year and the District not spending as much as originally planned. Mr. Lisson reviewed the reserves and also advised the group that the District had an unassigned balance higher than the required 4%. He advised that many school districts were doing this due to the unknown and the possibility of mid-year cuts. In addition to this, Mr. Lisson advised that he had spoken to Mrs. DeMass and Mr. Brown about the construction in progress accounting of the capital assets. Mrs. DeMass advised she will be working with her project team for a plan to

assist with this.

Finally, Mr. Lisson gave a review of the findings of the extraclassroom activity audit. There were no material weaknesses or non-compliance matters required to be reported. However, Mr. Lisson did mention that profit and loss statements were not consistently used in 18 of the 20 transactions tested. Mrs. DeMass advised that Mr. Brown and Mr. Musso give a training at least once a year to the advisors. Mrs. Lisson offered his assistance with the group and Mrs. DeMass advised that she will pass that information along to Mr. Musso. The committee also recommended that possibly getting students involved in the process as it would be a good learning experience for the students.

Mrs. DeMass gave an overview of the committee's proposed project plan for the year. She advised that besides the audit, the main focus would be to continue to work on reserve planning and long term planning. The proposed dates and agendas were on the plan and mentioned that if anyone had any issues with the dates to let her know. Mrs. DeMass also pointed out that there were budget workshops on the budget calendar this year. The idea around the workshops was to further discuss each area of the budget by having Principals and Directors give presentations. Mrs. DeMass advised that she would still give the initial review of the budget and provide the financial aspects of those areas but it would allow the Board of Education to hear more detailed information than what they have heard in the past. Members of the ABF committee were encouraged to attend. The committee questioned the timing of the meetings and if there would be enough time for the committee or the board to react to what they heard. Mrs. DeMass advised that there were two board meetings after the workshops before the board had to adopt the budget on April 14th. Mrs. DeMass also commented that the structure of the workshops can be finalized closer to the time so that the board can give input as to what they will want to hear.

Mrs. DeMass advised the committee that the 20% withholdings on state aid were not going to occur in September. The state initially started to withhold 20% aid from various July and August aid payments, however, changed course this month. She mentioned that there was some talk about the Division of Budget submitting a plan after September 30th to the legislature but she had not heard anything to confirm that. She advised she will communicate any updates as she hears

them.

Mrs. DeMass advised the next meeting is October 26th at 5:30.

The meeting adjourned at 7:00.

Respectfully submitted,

Michael Kell

DRAFT for Committee approval