



Reynolds School District
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Budget & Finance Committee

Meeting Minutes

October 25, 2011

The Reynolds School District Budget & Finance Committee held a meeting on Tuesday, October 25, 2011, at noon in the Executive Director of Business Services, Room B133, at the District Office, 1204 NE 201st Ave, Fairview Oregon 97024

Member Present: Theresa Delaney-Davis, Naomi Keck, Dane Nickerson, Stanley Madzellan, Valerie Tewksbury

Staff Members Present: Dr. Joyce Henstrand, Dr. Chuck Rhoads, Cynthia Le

DISCUSSION

Chuck welcomed all members and reviewed the agenda for the Budget & Finance Committee meeting. He introduced Travis Warneke, CPA from Pauly Rogers Co. P.C. , to the committee.

Travis informed the committee that the audit is in the final review stage by his upper management and he was at this meeting to conduct the audit exit conference. The purpose of this conference is to communicate audit results to Reynolds School District management and provide recommendations before the draft audit report is issued.

Travis said there's still areas of improvements needed, but the reduction in the number of audit findings was a "major milestone." Travis discussed the findings that arrived from one violation, and three major concerns:

1. The missing multiple I-9 forms – HR department (repeat of what auditors reported last year),
2. The overpayments in salary - HR department;
3. The noncompliance with the regulation that after ten days of absence a student be withdrawn from the enrollment records – High School (repeat of what auditors reported last year)

Travis handed out the Governing Body Questionnaire form for Budget and Finance Committee members to complete and return to him.

The group discussed its mission statement, and responsibilities. Stan indicated that this committee should be independent from the board and comprised of a minimum of three members of its audit committee and one member having financial expertise. Stan will look at recruiting a new member to this committee.

Next meeting will be November 28 , 2011, at noon, in the Executive Director of Business Services, Room B133 at the District Office, and 1204 NE 201st Ave., Fairview, Oregon 97024.