



**RYE NECK UNION FREE SCHOOL DISTRICT
300 HORNIDGE ROAD
MAMARONECK, NEW YORK 10543
AUDIT COMMITTEE OF THE BOARD OF EDUCATION
JANUARY 25, 2024**

Present: Trustee Jason Carmel
Trustee Gloria Golle
Trustee Elizabeth Yong
Dr. Eric Lutinski, Superintendent of Schools
Carolyn Mahar, CPA, Assistant Superintendent for Business
Maria Gigi, District Treasurer
Al Hodys, Community Representative
Steve Robbins, CPA, Internal Auditor (Via Google Meet)
Mary Ellen Chiera, District Clerk

DRAFT

I. Opening of Meeting

The meeting was called to order at 8:00 a.m.

II. Approval of Minutes

Upon motion duly made by Mr. Hodys and seconded by Trustee Golle, it was

RESOLVED, that the Board of Education of the Rye Neck Union Free School District hereby approves the Minutes of the Audit Committee Meeting of October 5, 2023, as submitted.

AYES: All Present
NAYES: None

III. Discussion

Annual Report from Claims Auditor - Steve Robbins, CPA

Mr. Robbins began his report by discussing the internal claims audit procedures used for his review of purchase orders, as well as the additional services he performs which include review of payroll and bank reconciliations. He advised that he reviewed approximately 3,000 claims this year totalling approximately \$44,085,680. Of those claims, there were only 3 exceptions which he stated was a very low number. He reviewed the exception percentage as compared to other districts and stated that Rye Neck's 0.10% exception percentage was the lowest. The next lowest district was 5%.

Finally, Mr. Robbins stated that the business office has policies in place that are being followed, and everything is being done correctly.

Update of Special Intensive Review - IT Penetration Testing

Mrs. Mahar advised the Committee that the penetration testing is scheduled to start next week with a kick off meeting on Tuesday, January 30th.

Long Range Financial Planning Overview

Mrs. Mahar reviewed with the Committee a draft of the District’s Long Range Financial Plan. She reviewed revenues and expenses. With regard to revenues, the largest component comes from local sources which include tax levy, sales tax, refund of prior year expenses, and interest. A smaller amount comes from State aid and interfund Transfers. With regard to expenses, Mrs. Mahar stated that instruction, which includes salaries, makes up the majority of expenses. Employee benefits are the next largest expense category.

Next, Mrs. Mahar reviewed the fund balance history. The largest balance is in the restricted, or reserve funds, with smaller amounts in the assigned funds (appropriated fund balance and carryforward encumbrances) and unassigned funds which incorporates up to 4% of next year’s budget.

Finally, Mrs. Mahar reviewed the key factors of long range financial planning, enrollment trends, as well as revenue and expense projections, tax cap planning and the long range financial plan summary for the next 5 years.

Following discussion, it was decided that the plan will be finalized for presentation to the public in the Fall.

IV. Setting of Date for Next Meeting

The next Audit Committee Meeting was scheduled for Tuesday, May 14, 2024 at 8:00 a.m.

VI. Adjournment of Meeting

Upon motion duly made by Trustee Carmel and seconded by Trustee Golle, it was

RESOLVED, that the Audit Committee Meeting of January 25, 2024 be adjourned.

AYES: All Present

NAYES: None

Chairman Yong adjourned the meeting at 8:52 a.m.

Respectfully submitted,

Mary Ellen Chiera
District Clerk