

DISTRICT 11 BOARD OF EDUCATION AUDIT ADVISORY COMMITTEE

MEETING NOTES

September 9, 2016

8:15 a.m.

IT(B) Conference Room

Members Present: Nora Brown, Marie Sullivan, Cynthia Bernard, Ed Plute, Chip Ecks, Jan Rennie and Jeff Ingram

Members Absent: Aaron Zimmerman

Ex-Officio Members Present: Glenn Gustafson and Kathy Box

Guest: Dan Boltjes (interim CIO)

Chairman Brown called the meeting to order and the August 26, 2016 meeting notes were approved by all those members in attendance.

The first order of business was a review of Policy DA Fund Balance Requirements. Glenn Gustafson led the discussion with the committee. Highlights included:

- The district runs a “tight ship”, low balance compared to other districts
- In 15/16 district was out of compliance with the Policy DA
- Glenn agreed to update Fund Balance Policy in January 2017
- Chairman Brown agreed to bring this discussion to the Budget Subcommittee

The committee then turned its attention to the final draft of the Appropriate Expenditures Manual.

- Glenn took advice from committee and now will allow \$60.00 spending per employee
- D11 is more liberal than most districts on food spending
- The Audit/MLO committee provided their final approval of manual
- Glenn to move forward with manual and present to Cabinet and the BOE

The next agenda item was an update on the PCG provided by Chairman Brown. Highlights included:

- Chairman Brown emailed the committee the final report
- Chairman Brown will let the committee know when and who will present the report to the BOE

The final business of the committee addressed the next meeting date and agenda. Due to a small number of agenda items, Chairman Brown decided the Friday, September 23, 2016 meeting would not be held. The next meeting date will be Friday, October 14, 2016. The agenda will include the following:

- Draft of the Annual Report to the BOE Chairman Brown
- Update on Policy DA Glenn Gustafson
- Update on RSM external audit RSM

The meeting adjourned at 9:10 a.m.
Respectfully submitted by Kathy Box