

# **DISTRICT 11 BOARD OF EDUCATION AUDIT ADVISORY COMMITTEE**

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**MEETING NOTES**  
**August 26, 2016**  
**8:15 a.m.**  
**IT(B) Conference Room**

**Members Present:** Nora Brown, Aaron Zimmerman, Marie Sullivan, Cynthia Bernard, Ed Plute, Chip Ecks and Jan Rennie

**Members Absent:** Jeff Ingrum

**Ex-Officio Members Present:** Glenn Gustafson, Laura Hronik, Nichole Imm and Kathy Box

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Chairman Brown called the meeting to order and the August 12, 2016 meeting notes were approved by all those members in attendance.

The first agenda item addressed was an internal audit update provided by Nichole Imm. The highlights included:

- 9 new secretary trainings are scheduled
- 2 more trainings are pending dates to be determined
- The committee reviewed the FY16 Tally Sheet
- Nichole attended welcome back programs at Columbia and Twain
- Executive Directors have requested new principal training
  - This training will include transferred principals also
  - Lou Ann Dekleva of Volunteer Services to present fundraising policy with Nichole Imm

Upon the conclusion of the update, the committee thanked Nichole for her time.

Glenn Gustafson then provided an overview of the appropriate expenditures manual. Highlights included:

- The 2004 appropriate expenditures manual is outdated
  - Many of the items in the manual are also covered in the accounting manual
- Glenn requested that Nichole Imm rewrite the manual
  - Three areas for Expending District funds includes:
    - Meals and Refreshments
    - Donations , Flowers, Gift Cards and Gifts
    - Incentives

Glenn answered questions regarding the manual and the committee thanked him for his time.

Chairman Brown and Glenn Gustafson provided the committee with an update regarding the PCG MLO audit results. Chairman Brown told the committee she would let them know when the final report will be presented to the Board of Education.

Glenn Gustafson then gave the committee an update on the final ballot questions for the MLO/Bond election in November 2016.

## **DISTRICT 11 AUDIT COMMITTEE**

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The final order of business was to establish the September 9, 2016 agenda:

- Approval of the August 26, 2016 meeting notes
- Policy DA review
- Review of Appropriate Expenditures manual
- Update on PCG MLO audit

The meeting adjourned at 9:57 a.m.

Respectfully submitted by Kathy Box.