

Frontier Central School District  
Audit Committee Meeting Minutes  
Tuesday, December 3, 2024 @ 8:00 AM at FEC  
5120 Orchard Avenue Hamburg NY 14075

Present: Chris Swiatek, Robert McDow, James Voto, Pat Boyle,  
J. Mark Robinson, Kyleen Young, Laura Feldman, Mikhael Rubin

Excused: Nancy Cox

1. Internal Audit plans were presented by Mikhael Rubin, Tronconi Segarra & Associates

The following areas were presented and discussed:

- Information Technology
- Purchasing/Accounts Payable
- Athletics

Beginning December 10, 2024, Tronconi will interview district office staff and gather necessary documents for evaluation of risk management. Specific evaluation will include:

- The flow of transaction in high risk areas
- Examination of relevant district policies
- Testing of internal controls
- Evaluation of staffing levels, management oversight, and cross training of key positions.
- Athletics auditing to include inventory, cash receipts and fundraising.

The Audit Committee established a target date of March 31, 2025 for receipt of the report. The report is due to the State of New York by April 30, 2025

2. Review of Corrective Action Plan, Robert McDow

Mr. McDow provided a detailed report of plans in the following areas:

- Succession Planning/Cross Training, the district will use Government Finance Office Assoc. Framework for guidance, and develop procedures to ensure continuity and consistency of critical functions during employee turnover.
- Extra Classroom Activity will include a review of proper procedures and processes for cash collection, bookkeeping and banking. Administrators, central treasurers, faculty advisors and student treasurers will be trained.
- Interfund Loans will be reconciled monthly starting September 30, 2024. The district will also review the use of restricted fund balances.

3. A Plan for hiring an External Audit Firm was discussed by the committee.
  - The Frontier District will solicit names of suitable audit firms. (Erie One BOCES will provide access to their suggested list of candidates.)
  - The Audit Committee will select 3 firms to interview.
  - It is anticipated that a suitable selection and hiring will be made by the Audit Committee
  - A deadline of January 31, 2025 was decided upon for completion of this process.
4. The Audit Committee held a brief discussion of roles and responsibilities, (as well as qualifications) for Internal Claims Auditors. Mr. Swaitek and Mr. McDow outlined professional qualifications as well as New York State requirements of said positions.

Next meeting: Mar 11, 2024

Respectfully submitted: James Voto

Process/Plan: Retain External Audit Firm

District Internal Claims Auditor Position

Define roles and responsibilities

Qualifications of temporary internal claims auditor

Next Meeting, March 11, 2025