

Frontier Central School District  
Audit Committee Meeting Minutes  
Tuesday March 12, 2024 @ 8:00 AM  
Frontier Education Center

Attendees: Chris Swaitek, Robert McDow, James Voto,  
Nancy Cox, J. Mark Robinson, Sarah Bowser, Mikhael Rubin

Absent: Pat Boyle, Daniel Diplock

The Updated Risk Assessment Draft was presented by Tronconi, Associates  
The following areas were identified as areas of risk:

1. Food Service Finding: The main food service inventory storage room at the District's high school building was not properly locked and secured during their walkthrough procedures.

They noted minor overall risk in the Food Service Operations cycle. Remediation efforts surrounding recommendations can be addressed during routine operations of the District.

2. Human Resources Findings:
  - A. The District does not have a formal policies and procedures manual pertaining to the functions of the Human Resources and Personnel Department, or to the duties of the Payroll Clerk.
  - B. The District's personnel and payroll processes have a highly manual and paper-based component to them, which could lead to errors in payroll processing.

They noted moderate overall risk in the Human Resources, Personnel, and Payroll cycle. They identified two recommendations for improvement which we consider important to the District's system of internal controls.

Recommendations:

1. Food Service: It was recommend that the District consider properly securing the food service inventory storage room at the high school during the day to prevent unauthorized access or damage to inventory goods.
2. Human Resources: It was recommended that the District prepare a formal policies and procedures document specifically for the human resources, personnel, and payroll processing functions to allow other employees to adequately step into the various roles, if needed.
3. Human Resources: It was recommended that the District research options and work towards developing more automated, electronic personnel and payroll processing and recordkeeping procedures, including, but not limited to, electronic timekeeping systems and leave request systems.

Update of FCSD Initial Action:

1. Food Storage Room has been secured.
2. Two Payroll Clerks are employed. Responsibilities are covered by two employees, reducing likelihood of procedural gaps during an absence.
3. Electronic systems are currently being considered for implementation.

Next Meeting: April 16 2024, 8:00am at FEC

Respectfully submitted:

James A. Voto