



**School District of Manatee County  
Audit Committee Meeting Minutes**

**Meeting Date** January 10, 2024

**Meeting Time** 2:00 PM – 5:00 PM

**Meeting Location:** Walter E. Miller School Support Center

**Committee Chairman:** Jim Daniel

**Note Taker:** Danielle Domicolo

**Attendance:**

Assigned Committee Members: Jim Daniel, Chair; Joe Blitzko, Vice Chair; Ginger Mentzer, Member; Skip Wagner; Member (absent)

Board Liaison: Mary Foreman, School Board Member

Other Attendees: Rachel Sellers, Deputy Superintendent of Business Services; Cathy Miley, Director of Finance, Lori Kidder, Carr Riggs & Ingram; Mark Smith, Carr, Riggs & Ingram; Scott Anderson, Cherry Bekaert; Anthony Walsh, Cherry Bekaert

**1. Opening:**

**A) Call to Order**

Chair Daniel called the meeting to order at 2:04 pm.

**B) Audio Recording**

Chair Daniel announced that the meeting was being audio recorded.

Chair Daniel stated there will be an amendment to today's agenda. Due to statutory audit planning and instruction reports a section "B" will be added to Old Business for Ms. Sellers, Deputy Superintendent of Business Services, to discuss.

**C) Review and Accept Minutes from November 1, 2023**

**Motion:** Motion to approve the November 1, 2023 Minutes was made by Member Mentzer and seconded by Vice Chair Blitzko.

**The motion was approved 3-0**

**2. Public Comments**

**Notes:** There was no request for public comment.

**3. Member Comments**

**Notes:** Vice-Chair Blitzko inquired about the discussion with the Board about the future of the Audit Committee.

Chair Daniel shared that in a recent workshop it was decided that the Audit Committee will remain. The possibility of combining the Citizen's Financial Oversight Committee (CFOC) under the Audit Committee umbrella was also discussed. Chair Daniel will attend an upcoming CFOC meeting to provide suggestions to the Board for possible changes including using auditors.

Chair Daniel stressed the need for more Audit Committee members.

Cherry Bekeart stepped out of the meeting at 2:16 pm.

#### **4. Report regarding Internal Audit Projects from CRI**

##### **A) 2023 Sales Surtax Internal Audit Draft Report**

**Notes:** Based on an updated letter from Board Attorney Stephen Dye, the previous meeting's motion "*Motion to obtain clarification from the Board attorney as to whether ongoing general IT costs, such as PeopleSoft licensing costs, meet the requirement of "purchasing technology" as defined and intended by School Board Resolution 2016-03. We think the intention is for new technology; not ongoing costs of running the district. The existing attorney letter in our package does not address this issue specifically, rather it speaks to whether the purchase of technology must be student directed.*" was clarified.

**Motion:** Member Mentzer made the following motion: **Based on 2023 Sales Surtax Internal Audit Report Presented by CRI the Audit Committee has Accomplished the Review of the Collection and Proper Use of the Funds Raised Through Implementation of the Sales Surtax for the Fiscal Year End 2023.** The motion was seconded by Vice-Chair Blitzko.

**The motion was approved 3-0**

CRI noted the ongoing work to make their reports ADA compliant for the District. Chair Daniel requested a discussion about what reports should be available on the website and for how many years. His request would be to add the topic to the next meeting.

##### **B) Medical Claims Update**

**Notes:** CRI noted completion of the Medical Claims Audit and stated they will finalize a draft report for the District. Ms. Sellers requires this report to continue ongoing work with Meritain.

##### **C) Exceptions Tracker**

**Notes:** Mr. Smith stated that progress on the exceptions tracker was made. CRI will now focus on benefits and contract compliance.

Member Metzner requested clarification on the tracker. Additional information was provided by Mr. Smith and Ms. Sellers.

Chair Daniel suggested adding this topic to next meeting's agenda.

##### **D) Next Internal Audits**

**Notes:** CRI is considering facilities and maintenance for next audits. Ms. Sellers provided additional information about another ongoing audit. Transportation inventory was suggested by Ms. Sellers and Chair Daniel.

CRI will begin an annual update of Risk Assessment.

CRI will send an updated schedule for next audits.

CRI left the meeting at 3:04 pm.

Cherry Bekaert returned to the meeting at 3:05 pm.

#### **5. New Business**

### **A) Review of draft ACFR**

**Notes:** Presentation by Cherry Bekaert included the following:

- Client Service Team
- Results of the Audit
- Internal Control Communication
- Corrected and Uncorrected Misstatements
- Qualitative Aspects of Accounting Practices
- Independence Considerations
- Other Required Communications
- Other Matters
- Upcoming Financial Reporting Changes

**Motion:** Chair Daniel made a motion **To Recommend the Board Accept the ACFR Report as Submitted.**

Member Mentzer seconded the motion.

**The motion was approved 3-0**

Cherry Bekaert left the meeting at 4:30 pm.

Chair Daniel called a break at 4:30 pm and the meeting reconvened at 4:36 pm.

## **6. Old Business**

### **A) RFP**

**Notes:** Chair Daniel reported that the Board gave a 1-year extension to CRI through June 30, 2025. The Committee will follow the Board's decision to move forward with an RFP or RFQ at that time. Chair Daniel will attend the Board Meeting on January 30, 2024 to introduce Cherry Bekaert and commend staff for their hard work.

Committee members held discussion and asked questions. Ms. Sellers provided additional information regarding the ACFR.

### **B) Report from Ms. Sellers**

Ms. Sellers informed the committee of the upcoming Facilities Educational Planning and Construction Audit for compliance with Section 1013.35(2)(f), Florida Statutes which needs an additional audit firm to complete. Members of the committee will reach out to some firms.

## **8. Next Meeting Date**

**Notes:** March 6, 2024

## **9. Chair Daniel adjourned the meeting at 5:03 pm.**