

Note: Recorder not available for this meeting

Board Members Present: Ed Cogan, December Fortin

Other Committee Members Present: Gerard Desrochers, Glenn Feener, Katharine Fuller, Judie Milner – City of Franklin Finance Manager

Administration: Mike O’Neill – Business Administrator; Amanda Bergquist – Finance Office Manager

Others: Jim Roberge – Auditor; Steve Grzelak – Auditor

Called the Meeting to Order – at 7:10 pm

- 1) Vote for Officers - Chairperson - Ed Cogan; Vice Chairperson - December Fortin; Secretary – TBD
- 2) Discussion, Purpose of the Committee – Steve Grzelak gave an overview of the past meetings held in December and April. Currently there is more than twice the audit years open which is more than the norm. It was suggested to properly staff the SAU office with full time employees especially a full-time qualified Business Administrator. The long-term purpose/mission is to work with SAU to hire a full-time Business Administrator. It is important to make sure they are properly staffed and retaining the people currently on staff. The change in staffing affects the audits.

Steve Grzelak - suggested that the Adjusted Trial Balance for SAU 2011-2012 grants may have non-qualifying expenditures.

Kathy Fuller and Glenn Feener- suggested bringing to the next SAU School Board on June 26, 2014 the need for a Superintendent and full-time Business Administrator to begin immediately.

Discussion was held regarding funding for the audit corrections and the potential need for a change from current system as it is not easy to use for grant reporting. There may be a need to have an attorney brought in to clarify who is responsible for shortfalls. It was stated that about \$250,000 was set aside to cover these costs by the SAU.

Discussion was held regarding the committee being the liaison between SAU and Auditors for reporting and procedures as a monitor.

- 3) Discussion, Supplemental Audit Costs – The potential cost for the supplemental audit could be six figures to get caught up. There is a possible 40% discount provided if the work is received in a timely manor.
- 4) Update, Audit Process – Jim Roberge gave an update on the progress Franklin School District and Hill School District FY 2011. The focus is currently on the SAU FY 2011 grant payroll and concerns of FICA, New Hampshire Retirement and Workers Compensation rates, 2012 Franklin and Hill School Districts and additional pending entries to be done in the system.
- 5) Discussion, Creation of Policy and Procedures for the future – Existing Policies already in place may not be followed or monitored. There may be a need to revisit policies and update, if needed. It is important to complete all budgetary and quarterly reporting at the SAU in a timely manner. It was stated that this already happens.

The next meeting will be held on July 10, 2014 at 7:00 PM in the SAU Office – Professional Development Center.

Motion to Adjourn 8:37 pm

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