

Addison Northwest School District

Finance Subcommittee Meeting

Thursday, April 26, 2018

ANWSD Central Office

Minutes

In attendance: Laurie Childers, Chris Cousineau, Mark Koenig, John Stroup, and Elizabeth Atkins

- The meeting was called to order at 4:01pm.
- No public communication.
- Mark Koenig moved to make Laurie Childers Chair of Finance Committee; Chris Cousineau seconded; motion passed
- Mark Koenig moved to make John Stroup Clerk of Finance Committee; Chris Cousineau seconded; motion passed
- Discussed and agreed to charge. No change from previous. Charge follows:

Finance Committee purpose is to ensure ANWSD's adherence to 16 V.S.A. § 563 Sections 8 - 11 and to help ensure ANWSD's fiduciary responsibility to the electorate is fulfilled:

In adherence to 16 V.S.A. § 563 section 8; Understand in detail ANWSD's current financial policy and procedures, monitor adherence of the current financial policy and procedures and appropriate budget spending utilizing monthly strategic bill review, regular meetings with the treasurer, business manager and direct communication with the engaged auditor.

Work with the business manager, superintendent, treasurer and auditors to ensure written required procedures are complete, Significant Audit Findings, SAS, and Auditor Management Letter are addressed and corrected in a timely manner.

As directed by ANWSD's board no later than the final board meeting in September and in accordance with 16 V.S.A. § 563 section 11(A)-(D) work with business manager and superintendent to prepare an annual budget for presentation to the ANWSD's board.

Work with the Board and its committees, business manager and superintendent to prepare and distribute timely the report of conditions and needs as required by 16 V.S.A. § 563 section 10 (Annual Report).

Work with the Policy Committee on any recommendations for policy changes when/if needed.

Work with the business manager, superintendent and treasurer to present a contract recommendation for hiring an audit firm to the ANWSD board.

VT Statue reference: <http://legislature.vermont.gov/statutes/section/16/009/00563>

- Developed regular meeting schedule:
 - August 23rd, 2018; 4:00pm; Central Office (with Treasurer)
 - October 25th, 2018; 4:00pm; Central Office
 - January 24th, 2019; 4:00pm; Central Office (with Treasurer)

- Developed Calendar for Monthly Fiscal Oversight and Bills and Directors Orders Review
 - May, 2018 - Laurie
 - June, 2018 - Mark
 - July, 2018 - John
 - Aug, 2018 - Chris
 - Sept, 2018 - Laurie
 - Oct, 2018 - Mark
 - Nov, 2018 - John
 - Dec, 2018 - Chris
 - Jan 2019 -- Laurie
 - Feb, 2019 - Mark
 - Mar, 2019 - John
- Discussed Monthly Fiscal Oversight Protocol; Bills and Directors Orders review. Protocol follows:

As soon as possible after the end of the month the Finance Committee electronically receives three reports:

- *Addison Northwest School District Report Check Authorization aka apcheckregisterMM aka warrant-contains all accounts payable checks processed during reporting period*
 - *Addison Northwest School District Report Earnings History - Detail by Employee Name -contains payroll by employee processed during reporting period.*
 - *Addison Northwest School District Report CHECK REGISTER- contains list of pay check numbers with ee names and amounts*
- 1) *As soon as possible the finance committee chair will send an email to business office (Carol and April specifically) with 10 randomly selected accounts payable (a/p) check numbers and 4 randomly selected payroll check numbers. Using a random number generator* and all the check numbers from the Check Authorization produce 10 random check numbers. Check to ensure the check numbers are on the report and put them in an email to Business Office (Carol and April) with the payroll check numbers, see below. Using a random number generator* and all the check numbers from the CHECK REGISTER to produce 4 random check numbers. Check to ensure the check numbers are on the Earnings History - Detail by Employee Name report and put them in an email to Business Office (Carol and April) *<https://www.random.org/integers/runs>*
 - 2) *As soon as possible, the reviewer will email Business Office (Carol) to set up a time for review before the monthly board meeting.*
 - 3) *Business Office (Carol) will set aside the back up for the 10 a/p checks.*
 - 4) *Business Office (April) will pull the time sheets (if any) and the employee's related contract.*
 - 5) *The a/p review will consist of ensuring there is*
 - a. *PO, with signature*
 - b. *An invoice that agrees with the PO*
 - c. *The expenditure's account used is reasonable*
 - d. *Any questions are completed by the Business Manager or other Central office person.*
 - e. *A copy of the check that agrees with the invoice*
 - 6) *The payroll review will consist of:*
 - a. *The hourly rate and or prorated salary amount agrees with the contract*
 - b. *The account numbers agree to the contract*
 - c. *The time sheet hours agree with the number reported in the pay check and the account numbers agrees*
- Discussed Audit Finding Plan – Agreed to review Management Letter Findings at next Finance Committee meeting.

- Business manager proposed changes to Board policies F20 and F21. Reviewed and agreed to proposed changes to be brought to Policy Committee and ultimately to Full Board for revisions. Revisions include:

F20 Fiscal Management and General Accountability

Under "Guidelines"

Suggested Change to: 2. Delete old, insert, "The Superintendent or authorized designee shall have the authority to transfer budgeted funds for planned expenses between line items in the adopted budget, provided such budget transfers are disclosed on the board's monthly financial reports."

Suggested Change to: 4. Delete old, insert, "The district will provide coverage that meets the statutory bonding requirements for employees handling school funds."

F21 Financial Reports and Statements

Under "Expenditure Accounts" and "Revenue Accounts"

Suggested Change in: bullet 5 in both sections, delete old, insert, "Balance Sheet."

- Meeting adjourned at 5:16pm.

Respectfully submitted,

John Stroup

Clerk, ANWSD Finance Subcommittee