

**COLUMBUS CITY SCHOOLS
BOARD OF EDUCATION
AUDIT AND ACCOUNTABILITY COMMITTEE MEETING**

**October 29, 2020
at
Virtual Meeting**

Committee members present:

James Ragland, Chair, Board Member, Carol Beckerle, Board Member, Gregory Jordan, Community Member, Tim Grant, Community Member, Ilija Vadjon, Community Member

Others present: Internal Auditor (IA) Carolyn Smith, Dr. Talisa Dixon, Stan Bahorek, Dr. Tina Pierce, Dr. John Stanford, Mike McCammon, Maurice Oldham, James Barnes, Mike De Fabbo, Annette Morud, Monique Jacquet, Chris Ward, Paul Brown, Kevin O'Connor, Dion Brown, Terri Berchak, Kevin Saionzkowski, and Harold Saunders

Committee member absent: Jennifer Adair, Board President

Chair Ragland called the regular meeting of the Board of Education Audit and Accountability Committee (the Committee) to order at 3:30 p.m.

Chair Ragland recognized the attendance of Committee Members: Tim Grant, Carol Beckerle, Ilija Vadjon, and Gregory Jordan.

Approval of Minutes

The motion to approve the minutes of the regular meeting held on September 24, 2020 was made by Member Grant and seconded by Member Beckerle. The motion passed unanimously.

IA Smith requested Item No. II under Committee Operations (Discussion of OIA's Involvement in External Audits) move to Item No. IV – External Audits by Independent Accountants. Chair Ragland concurred.

Committee Operations

Approve a Calendar of Meetings for the Upcoming Year

IA Smith and the Committee engaged in discussion regarding the 2021 Audit & Accountability Calendar of Meetings.

A motion to approve and release the 2021 Audit & Accountability Calendar of Meetings was made by Member Beckerle and seconded by Member Jordan. The Committee was all in favor

Discussion of A&A Committee Charter

IA Smith and the Committee discussed proposed amendments to the current A&A Charter. The audit committee charter will be revisited at the January meeting.

Office of Internal Audit Report (OIA)

Request for Release of Audit Report(s)

Accounts Payable Audit Report

Ms. Berchak led the discussion of the Accounts Payable Audit Report.

The Executive Summary, Audit Scope, and Background were discussed. The period of the audit included all activity relating to the Accounts Payable processes from July 1, 2019, through July 31, 2020.

The following high- and moderate-risk issues and recommendations were discussed:

Issue 2 – Dual Control Administration is not in place to prevent unauthorized transactions.

Issue 3– Accounts Payable is not taking full advantage of technology to increase the efficiency of its processes.

Issue 4– The Accounts Payable process could be enhanced to take full advantage of vendor discounts.

Ms. Berchak, Mr. Bahorek, Mr. McCammon, Dr. Dixon, Ms. Morud, IA Smith and the Committee engaged in further discussion regarding the Accounts Payable Audit Report.

A motion to approve and release the Accounts Payable Audit Report was made by Member Jordan and seconded by Member Beckerle. The motion passed unanimously.

Internal Audit Activity and Dashboard Report

Mr. O'Connor presented to the Committee a high-level overview of the Internal Audit Activity Dashboard Report.

There have been no additions, deletions, or adjustments to the annual audit plan in the past month.

Mr. O'Connor, Ms. Berchak, Ms. Morud and the Committee engaged in further discussion regarding the Accounts Payable Audit and the Internal Audit Activity and Dashboard Report.

Risk Management

Safety & Security – COOP Plan Update – Chris Ward, Director

Mr. Ward provided the Committee an update regarding the District's Continuity of Operations (COOP) Plan.

Experts at Tetra Tech (a leading US organization specializing in Emergency Management and Disaster Preparedness) continue to work with district administrators, chiefs, and those responsible for developing a departmental COOP Plan.

Mr. Ward, IA Smith and the Committee engaged in further discussion regarding the COOP Plan and the involvement of third parties in those processes.

Major Financial and Accounting Risk – Five Year Forecast – Stan Bahorek, Treasurer/CFO

Mr. Bahorek provided the Committee an update of the Five Year Forecast - November 2020. The Five Year Forecast is FY21 (current year) through FY25.

Movement in Revenues is less than 0.1% change from May (down about \$6 million). Expenditures over that forecast period went up approximately \$27 million in total.

Mr. Bahorek and the Committee engaged in further discussion regarding the Five Year Forecast.

CGCS – Review of HR Program of the Columbus City Schools – Spring 2020 – Moved to Next Meeting

Discussion of OIA's Involvement in External Audit and Reviews – Moved to Next Meeting

Executive Session

A motion to Recess into Executive Session per Section 121.22 (G)(1) Ohio Revised Code, to consider the appointment, employment, or compensation of public employees was made by Member Beckerle and seconded by Member Jordan. The Committee was all in favor.

Adjournment

The Committee entered into Executive Session and did not return back to the main meeting to adjourn.