



Florida School for the Deaf & the Blind

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MEETING MINUTES

AUDIT COMMITTEE

February 24, 2023, at 8:30 AM

Moore Hall 215, FSDB Campus

St. Augustine, Florida

Call to Order

Mr. Hadley called to order the meeting of the Audit Committee at 8:30 a.m.

Roll Call

Committee Members Present: Mr. Terry Hadley, Mrs. Christine Chapman, Mr. Owen McCaul

Non-Committee Members Present: Mr. Matthew Kramer, Mrs. JuneAnn LeFors, Dr. Tom Zavelson

Mauldin & Jenkins: Ms. Dianne Kopczynski

FSDB: Tracie Snow, President; Julia Mintzer, Administrator of Business Services

John Wester, Comptroller; Alison Crozier, Director of Budgets and Grants

Denise Fernandez, Recording Secretary; Rena Hurley and Alvina Malcolm, Interpreters

Approval of Minutes

The minutes of the Audit Committee Meeting of September 23, 2022, was *approved on a motion by Mrs. Chapman; seconded by Mr. McCaul.*

Public Comment

None

New Business

- **Internal Audit Update (Mauldin & Jenkins-Dianne Kopczynski)**—Ms. Kopczynski provided an overview and a brief methodology of the internal audit conducted between July 1, 2022, and October 15, 2022. The four areas covered were: annual [performance] reviews, pay raises, fingerprinting, and background checks. Their assessment revealed tight quality controls as well as properly and timely followed policies and practices. There were no findings, so FSDB received a satisfactory rating across all areas, which is the highest rating M&J assigns.

Ms. Kopczynski furnished additional updates:

1. Processes for P-Card purchases and card issuances, timekeeping system for the Boarding Program, subcontracting, and IT were slated for testing by fiscal year-end.
 2. The hotline's portal is continuously monitored; no incidents of fraud have been reported.
 3. The second draft of the financial statement is under review.
- **Endowment – Agreed Upon Procedures Reports (John Wester)**—Mr. Wester provided an overview of Carr, Riggs, & Ingram's (CRI's) audit which tested 30 student accounts and 30 club and class accounts against six agreed-upon procedures for FYE 2022. The findings were as follows:
 - *Student Accounts*—No exceptions were found in all the six procedures tested.



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- *Class and Club Accounts*—No exceptions were found in three of the six procedures tested. Those impacted were the result of a misapplied donation. The clerical errors were identified and resolved.
- **Financial Audit Status (John Wester)**—Mr. Wester concurred with Ms. Kopzynski’s report. He plans to review and submit edits of the second draft by the end of the following week.

Mr. Hadley lauded everyone’s efforts.

- Next Meeting – To be determined when the 2023-2024 BOT meeting dates are established.

Action Items for Consideration

1. Board approval is requested to renew the contract with Mauldin & Jenkins for the 2023-2024 fiscal year to provide internal audit and financial statement services.

	<u>2023-2024</u>	<u>2022-2023</u>
Partner	\$310.00	\$295.00
Director	\$300.00	\$285.00
Manager	\$220.00	\$210.00
IT Specialists	\$305.00	\$290.00
Senior Associate	\$190.00	\$180.00
Associate	\$165.00	\$155.00

Approved on a motion by Mr. McCaul; seconded by Ms. Chapman.

2. Board approval is requested to renew the contract with Carr, Riggs, & Ingram for the 2023-2024 fiscal year to conduct the Annual Audit of Endowment Funds (Fiscal Year Ending June 30, 2023) and Limited Procedures Engagement (Student Accounts and Student Club/Class Organization Accounts).

	<u>2023-2024</u>	<u>2022-2023</u>
Annual Audit of Endowment Funds	\$22,000.00	\$20,000.00
Limited Procedures Engagement (Student Accounts)	\$2,750.00	\$2,500.00
Limited Procedures Engagement (Club/Class Org. Accounts)	\$2,750.00	\$2,500.00

Approved on a motion by Ms. Chapman; seconded by Mr. McCaul.

Adjournment

The meeting was adjourned at 8:47 a.m. by Mr. Hadley.