

North Shore Schools
Audit Committee Meeting
May 9, 2024
7:25 P.M.
Middle School Cafeteria

Present: Trustees: Andrea Macari, Lisa Colacioppo, Lisa Cashman, Richad Galati, David Ludmar and Maria Mosca.

Committee Member: Mr. Roger Friedman, Mr. Andrew Speiler was absent.

Superintendent Christopher Zublionis and Assistant Superintendents Carol Smyth and James Pappas. Claims Auditor Denise Longobardi, and Internal Auditor Dimitris Bantileskas and Keith Carsten of Nawrocki Smith.

Internal Auditors from Nawrocki Smith, Mr. Bantileskas and Mr. Carsten reviewed the annual risk assessment. They explained that 92 categories were rated low-moderate and high. Of those, 83 were rated low, 9 were rated moderate and none were rated high risk. Of the 9 recommendations from last year, 7 of those recommendations have been completed and 2 are in process. They reviewed the current year observations and recommendations. Proposed areas for cycle analyses for the 2024-2025 school year are payroll and purchasing & related expenditures.

Mr. Friedman asked when the auditors last did a cycle review of payroll. Mr. Bantileskas explained that although they have done some key testing controls of payroll, they have not done a full review of payroll. Trustee Ludmar agreed with the recommendations under safety and security regarding building access and feels it would be prudent to have a reconciliation of cardholder access. Mr. Pappas noted they have already addressed the recommendations regarding the card system, although none of those issues were happening.

Mr. Bantileskas thanked Mr. Pappas and the business office for their cooperation. He said everyone was very forthcoming and provided the necessary documents to make risk assessment very effective.

Ms. Longobardi explained that she reviews all of the claims, purchase orders and warrants for the District. She comes to the District 2-3 times a month to perform this review. Ms. Longobardi reviewed a summation report of the 2023-2024 school year to date with the Board. It indicated that for the period July 1, 2023 through April 30, 2024 there were only 11 exceptions on 4,900 checks processed (most checks having multiple invoices per check). The check error exception rate was 0.24% of 1% which, Ms. Longobardi reported, is a very low exception rate. Ms. Longobardi commended Mr. Pappas and his staff for doing their due diligence to stay in compliance with the general municipal law and all purchasing procedures and policies within the North Shore Schools.

By: Elizabeth Ciampi
District Clerk