

**Orange County Public Schools
Audit Advisory Committee
Minutes of Meeting August 26, 2014**

The meeting was called to order at 9:00 a.m. by Chairman Jim Ingersoll. All committee members were present with Scott Funston participating by telephone. Also present were Linda Lindsey, Senior Director, Internal Audit, OCPS Associate Superintendent for School Choice Chris Bernier, Director of School Choice Kia Sweeney-Scott and Brittany Tyre of the Budget Department. Ex-officio members Woody Rodriguez and Bill Sublette were not able to attend.

Approval of Minutes

Minutes of the meeting of June 5, 2014 were approved as submitted.

Discussion of District Monitoring of Charter Schools

Chris Bernier, Associate Superintendent of School Choice Services introduced his associates, Kia Sweeney-Scott and Brittany Tyre. He spoke to the committee about the district's procedures overseeing charter schools with a focus on financial condition. He described his department's twice per year site visits to each charter school and the role of Ms. Tyre in reviewing monthly and annual financial reports received from the charter schools by the district.

The committee members and Dr. Bernier discussed the state requirement that the district report any indications of deteriorating financial condition.

The committee recommended that the district request charter schools to submit cash flow statements more often than annually as is now done.

Chairman Ingersoll asked Dr. Bernier how the committee members might help. Dr. Bernier responded that, if they were willing, the committee members could review 4-5 years of financial reports for charter schools whose initial contract period is ending and who will be applying for an extended contract. Dr. Bernier will get copies of those entity's financial reports to Ms. Lindsey so that she can forward them to the committee members. Those members who wish will review them and offer comments back to Ms. Lindsey who will forward them to Dr. Bernier. The members also requested that a copy of the template used for the charter schools' monthly financial reports be sent to them.

IT Audit Calendar for FY 14-14

The committee members reviewed the calendar of IT audit activities and had a brief discussion. No action was required or taken on this matter.

Goals for Senior Director

As requested by the committee at its June meeting, Ms. Lindsey proposed two goals for her efforts in the 14-15 fiscal year. They are: (1) develop and implement a more robust risk assessment process for OCPS with a more direct alignment to the district's goals and objectives, and (2) submit an OCPS internal audit report to the Association of Local Governmental Auditors Knighton Awards competition.

The committee members agreed with these goals.

Other Matters

Chairman Ingersoll asked about a plan of succession for Ms. Lindsey in case of her extended absence. Ms. Lindsey stated that she is aware of the need for this and keeps it "top of mind" when considering staff hires.

Members of the committee asked a few questions about the audit status summary and Ms. Lindsey provided responses.

Chairman Ingersoll asked whether the risk assessment has been received yet from the Legal Department. Ms. Lindsey informed the committee that this risk assessment has not yet been received. Because this is the third consecutive year that this department has not participated in the entity-wide risk assessment process, discussion ensued about the committee's responsibility to report this to the School Board and how that communication should occur.

The meeting was adjourned at 10:29 a.m.

The next meeting will be November 18 at 9:00 a.m.

Among the agenda items to be discussed will be the committee's annual assessment of its charter, its members and itself as well as the committee's annual report to the School Board and committee re-appointments and election of a chairman for 2015.