

Bridgehampton School District
Audit Committee Meeting Minutes
Meeting Dated: July 12, 2023

In Attendance:

Audit Committee Members: Elizabeth Whelan Kotz, JoAnn Comfort,
Jennifer Vinski, Lillian Tyree Johnson
District Representatives: Dr. Mary T. Kelly, Superintendent of Schools
Kristopher Oliva, School Business Administrator
Dr. Peter Daly, Consultant
Presenter: Jill S. Sanders, CPA Cullen & Danowski, LLP
Absent: Dwight Singleton

NOTE: The Board of Education shall annually designate by resolution the Audit Committee Chairperson and Recording Secretary

District Superintendent, Dr. Kelly, was present to open the meeting and oversee nominations.

Meeting called to order: 4:07pm

Discussion and nomination among committee members re: assignment of officers.

Assign Chair, pro tem: Elizabeth Whelan Kotz and Secretary, pro tem: Jennifer Vinski

4:09 Dr. Kelly turned the meeting over to Chair, pro tem, Elizabeth Whelan Kotz. Secretary, pro tem, Jennifer Vinski recorded minutes.

Minutes of the October 26, 2022 meeting were already approved and submitted to District Clerk.

4:10 the chair turned the meeting over to Jill Saunders for the presentation of the Audit Planning Meeting dated June 12, 2023 External Audit of Financial Statements for the Year Ending June 30, 2023 presented to: Bridgehampton Union Free School District FSD by: Cullen & Danowski, LLP, Jill S. Sanders, CPA.

In presenting the material Jill Sanders reviewed in detail the **Engagement Objectives, Audit Engagement, Auditor's Responsibilities, District Responsibilities, Audit Methodology & Approach, Timetable** and **Engagement Team**.

Because of the transition during the year from one business official to another, Ms. Sanders stated that they will look closely at procedures and controls.

Ms. Sanders presented the **Timetable**: Audit Planning and Risk Assessment Phase Control Evaluation and Tests: underway (week of May 15th). Substantive Testing & Completion Phase: Week of August 28, 2023. Presentation of Draft Audit Reports: September/October 2023 when Ms. Sanders will be back to present the draft Audit reports and required communications of the Management Letter, if applicable – to the Audit Committee and Board of Education, and issue final audit reports – by electronic submission to State Education Department and Office of State Comptroller.

This year the Engagement Team will be: Ms. Sanders (Partner), Nicole J. Andrisani, CPA, (Supervisor), Danielle M. Skura, (Senior Accountant), Christine R. Wolf (Staff Accountant).

Concluding her presentation, Ms. Saunders reviewed **Recent Developments** effective for the 2022-23 fiscal year. **GASB Statement No. 96 – Subscription-Based Information Technology Arrangements.**

The committee thanked both Jill Sanders for her detailed presentation. The committee also recognized Dr. Peter Daly, who is a school business official consultant and mentor to Kristopher Oliva, the district's School Business Administrator, and acknowledged the value that both of them could join the meeting.

Next Meeting:

The next regular meeting of the Audit Committee will be scheduled for around September or October 2023 when Ms. Sanders will come back to present the Draft Audit Reports to the Committee prior to her presentation to the Board of Education. At that time, the Audit Committee will meet with Paul Eglevsky, the district's internal auditor, to give him an opportunity to address the Audit Committee. This meeting will fulfill the Committee's annual obligation of meeting with the district's Internal Claims Auditor.

The District Office will advise the Committee as that time gets closer. The time of that meeting will be scheduled with ample time for Ms. Sanders' presentation, as well as Mr. Eglevsky's presentation, to the Audit Committee.

The meeting was adjourned at 4:41pm

Next Meeting Date: TBA

Respectfully submitted,
Jennifer Vinski
Secretary pro tem