

**Orange County Public Schools
Audit Advisory Committee
Minutes of Meeting August 24, 2021**

Chair Roth called the meeting to order at 8:01 a.m. Committee Chair Debi Roth and members Tammy Campbell and Scott Funston were present with School Board Internal Auditor Linda Lindsey. Members Dan Williams and Kay Redlich attended by WebEx. Also in attendance were Ron Conrad and Brandi Grovac of Cherry Bekaert (via WebEx) and Jennifer Christensen of CRI (in person).

Approval of Minutes

Minutes of the meeting of June 8, 2021 were approved.

Pre-audit Meeting with External Auditors for District

Ms. Lindsey introduced the partner in charge of the district's external audit firm, Ron Conrad and the manager on the job, Brandi Grovac.

Mr. Conrad began the presentation by reviewing the scope of services being provided by his firm and he asked members of the committee whether they were aware of any fraud. The committee members indicated that they were not aware of any fraud. He then turned the presentation over to Ms. Grovac who discussed the following topics with the Audit Committee:

- Auditors' responsibility
- Communications
- The engagement team
- Audit status and timing
- Areas of audit emphasis
- New and upcoming standards

She noted that the firm has completed interim procedures and they have no findings so far. Field work will resume in September. Like last year, Cherry Bekaert plans to conduct as much of the audit remotely as is feasible.

Members of the committee thanked Mr. Conrad and Ms. Grovac for their presentation. At this point the representatives of Cherry Bekaert left the meeting. (8:15 a.m.)

Pre-audit Meeting with External Auditors for School Internal Accounts

Ms. Lindsey introduced Jennifer Christensen of CRI, partner in charge of the school internal accounts audits. Ms. Christensen addressed the committee regarding the following topics:

- Scope of work
- Criteria for classification of school internal accounts under GAS 84
- Financial statement presentation of school internal accounts
- Compliance procedures
- Audit process

Members of the committee asked a few questions which Ms. Christensen addressed. They thanked her for her presentation and she left the meeting at 8:38 a.m.

Review Internal Audit Annual Report

Ms. Lindsey presented highlights from the department's annual report for 2020-2021 and requested feedback and comments from the committee members regarding the content and presentation.

Committee members expressed appreciation for the report and complimented its content and layout. Mr. Funston asked whether the test results from the school internal accounts audits could be extrapolated out to give perspective as to how many exceptions were noted from what sample size. Ms. Lindsey indicated that she would see about providing this information for the upcoming audits of the year ended June 30, 2021. She will need cooperation from CRI to compile this information.

External Peer Review

Ms. Lindsey reported that ALGA has resumed scheduling peer reviews, but ours has not been scheduled yet. Ms. Lindsey will provide a further update at the committee's next meeting.

CAE Report

Status of Filling Vacant Auditor Position

Ms. Lindsey reported that an offer has been made to an excellent candidate to fill the vacancy created when Sheila Jones retired. We are keeping our fingers crossed that the offer is accepted.

Committee Member Candidate to Fill Scott Funston's Position

Mr. Funston will be term-limited when his current term expires at the end of this year. He has been working within Walt Disney World corporate to identify a suitable candidate to take his place. Mr. Funston reported that they have a prospect and he hopes to have confirmation by August 31, at which time Ms. Lindsey will talk with the candidate. If all goes well, we will invite them to the committee's November meeting for introductions and a recommendation to the School Board for his appointment.

Audit Status Report and Follow-up Status Reports:

Ms. Lindsey noted that the Audit Status Report reflects early-in-the-year activity and will be reformatted next time to separate the work by its status (in planning, in progress, complete, etc.)

Ms. Lindsey pointed out that the Follow-up Status Reports reflect fewer open items older than 1 year due to our completion of the IT Security Assessment Follow-up Audit. That resulted in a number of open items from the 2018 IT Security Assessment being closed.

Mr. Williams asked whether any of the older open items are of particular concern and Ms. Lindsey indicated not at this time.

Progress of Work

The school audits have begun and are going well so far although we are having to adjust schedules when bookkeepers must quarantine due to COVID-19 exposure. We also have a vacancy as previously discussed and one auditor out with COVID-19.

School Internal Accounts Contract

Ms. Lindsey reminded the committee that the current contract for school internal accounts audits expires after this year's audits are concluded. The district will be issuing a Request for Proposal (RFP) for these services in the fall and the committee will be asked to serve as the evaluation and ranking body to make a recommendation to the School Board. Ms. Lindsey will inform committee members of the schedule for this process as soon as possible so they can put it on their calendars.

Based on discussion during and after Ms. Christensen's presentation, the committee decided to ask that she return to discuss the audit results once they are concluded. Ms. Lindsey said she would inform Ms. Christensen of this request and suggested that it be during the January meeting.

The meeting adjourned at 9:09 a.m.

The next regular meeting will be November 16, 2021 at 8:00 a.m.