

## AUDIT COMMITTEE MEETING

Thursday, May 5, 2011  
Intermediate School Library  
6:00 PM

### AGENDA

1. Meet the auditors
2. Review and approve November 11, 2010 minutes
3. Review monthly financial statements (Feb and Mar)
4. Review of November credit card expenditures
5. Review of district travel expense during March
6. Questions?

### Minutes

Attending: Ed Tritschler, Jeff Preisack, Steven Pope, Michelle Padget, John Stewart, Jamie Bahr (Auditor, Daniel Jones & Assoc.)

Meeting was called to order at 6:03 PM.

1. Meet the auditors  
Jamie Bahr from Daniel Jones & Assoc. attended the meeting and discussed the general format of the audit. Committee members discussed various elements of the audit process. Jamie proposed to return in Sept. with the audit team to provide the audit committee with an audit report preview.
2. Review and approve November 11, 2010 minutes  
Motion was made by Michelle Padget to approve the November 11, 2010 minutes. Motion seconded by Steve Pope.  
In favor: 4 Opposed: 0 Motion passed.
3. Review monthly financial statements (Feb and Mar)  
The audit committee reviewed the financial statements from Feb. and Mar. 2010. John Stewart was asked for details on the budget line "Board of Education."
4. Review of November credit card expenditures  
The committee reviewed the November 2010 purchasing card expenditures. The committee had the following recommendations for the board / administration:

- Review Kathy Bromier's \$175,000 monthly purchasing limit. Could the limit be lower and still effective for this teammate's duties?
- Because incomplete purchase order documentation fails to meet board policy, the committee asks that district management reinforce the importance of complete purchasing documentation. The committee asks that district management actively monitor the sources of incomplete purchasing documentation and suspend those users who habitually submit incomplete purchasing documentation.
- Any changes to purchasing documentation should be marked out with a single line and include the legible initials and date of the person making the change.

5. Review of district travel expense during March

- The committee reviewed district travel expenses for March 2011. The following charges were selected for more detailed review by the committee:
  - i. PO# 111988
  - ii. PO# 111583
  - iii. PO# 111926
  - iv. PO# 111893
  - v. PO# 111958
- The district business office will forward the details of each charge by June 5, 2011.

6. Questions?

- Next meeting July 14, 2011 6:00 PM in the Intermediate Library

Adjournment

Steve Pope made a motion to adjourn. Ed T. seconded the motion.

In favor: 4    Opposed: 0    Motion passed.

# BAYLESS CONSOLIDATED SCHOOL DISTRICT

## Travel and Conference Expenditures

For the Month of March 2011

Account Code	Type	Po Number	Inv #	Debits	Credits	Vendor Description	Yr*pd	Trans Date	Program#	Transaction	User
10-1300-6343-00-000-013-000	APE	111807	2011-HOTEL	90.00	0.00	564 MISSOURI DECA	11*09	3/9/2011	AP3122	000564*2011-HOTEL	KBRO
10-1300-6343-00-000-013-000	APE	111988	MAR11-MCEVOY4	220.00	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/28/2011	AP3122	000080*MAR11-MCEVOY4	KBRO
10-1300-6343-00-000-013-000	APE	111744	2011-STUDENTS	255.00	0.00	564 MISSOURI DECA	11*09	3/9/2011	AP3122	000564*2011-STUDENTS	KBRO
10-1300-6343-00-000-013-000	APE	111989	MAR11-MCEVOY3	275.00	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/28/2011	AP3122	000080*MAR11-MCEVOY3	KBRO
10-1300-6343-00-000-013-000	Total	PERKINS GRANT		840.00	0.00						
10-2220-6343-01-056-000-000	APE	111584	MAR2011-TRUE6	111.80	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/28/2011	AP3122	000080*MAR2011-TRUE6	KBRO
10-2220-6343-01-056-000-000	APE	111583	MARCH1-2,2011	160.00	0.00	1441 RCEI	11*09	3/15/2011	AP3122	001441*MARCH1-2,2011	KBRO
10-2220-6343-01-056-000-000	Total	TECHNOLOGY		271.80	0.00						
10-2320-6343-01-000-000-000	APE	111894	MAR2011-TRUE5	6.76	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/28/2011	AP3122	000080*MAR2011-TRUE5	KBRO
10-2320-6343-01-000-000-000	APE	111891	MAR2011-TRUE2	10.16	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/28/2011	AP3122	000080*MAR2011-TRUE2	KBRO
10-2320-6343-01-000-000-000	APE	111892	MAR2011-TRUE3	12.11	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/28/2011	AP3122	000080*MAR2011-TRUE3	KBRO
10-2320-6343-01-000-000-000	APE	111747	MAR-2011-MCM1	12.20	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/15/2011	AP3122	000080*MAR-2011-MCM1	KBRO
10-2320-6343-01-000-000-000	APE	111821	MAR-2011-MCM3	13.88	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/15/2011	AP3122	000080*MAR-2011-MCM3	KBRO
10-2320-6343-01-000-000-000	APE	111821	MAR-2011-MCM4	15.15	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/15/2011	AP3122	000080*MAR-2011-MCM4	KBRO
10-2320-6343-01-000-000-000	APE	111890	MAR-2011-TRUE1	20.97	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/28/2011	AP3122	000080*MAR-2011-TRUE1	KBRO
10-2320-6343-01-000-000-000	APE	111822	MAR-2011-MCM5	28.85	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/15/2011	AP3122	000080*MAR-2011-MCM5	KBRO
10-2320-6343-01-000-000-000	APE	111821	MAR-2011-MCM3	36.72	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/15/2011	AP3122	000080*MAR-2011-MCM3	KBRO
10-2320-6343-01-000-000-000	APE	111922	3/2/11-TAXI	63.00	0.00	451 MAUREEN CLANCY-MAY	11*09	3/15/2011	AP3122	000451*3/2/11-TAXI	KBRO
10-2320-6343-01-000-000-000	APE	111926	2/23/11-MILES	137.70	0.00	623 JOHN STEWART	11*09	3/15/2011	AP3122	000623*2/23/11-MILES	KBRO
10-2320-6343-01-000-000-000	APE	111873	2/17/11-REIMBRS	142.70	0.00	451 MAUREEN CLANCY-MAY	11*09	3/9/2011	AP3122	000451*2/17/11-REIMBRS	KBRO
10-2320-6343-01-000-000-000	APE	111867	FEB11-RECEIPTS	156.72	0.00	644 STEPHANIE TRUE	11*09	3/9/2011	AP3122	000644*FEB11-RECEIPTS	KBRO
10-2320-6343-01-000-000-000	APE	111684	MAR11-KBRO3	157.40	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/15/2011	AP3122	000080*MAR11-KBRO3	KBRO
10-2320-6343-01-000-000-000	APE	111893	MAR2011-TRUE4	197.10	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/28/2011	AP3122	000080*MAR2011-TRUE4	KBRO
10-2320-6343-01-000-000-000	APE	111888	2010-MSBA	210.36	0.00	756 RON TUCKER	11*09	3/9/2011	AP3122	000756*2010-MSBA	KBRO
10-2320-6343-01-000-000-000	APE	111880	MAR-2011-MCM6	218.37	0.00	80 COMMERCE BANK COMMERCIAL	11*09	3/15/2011	AP3122	000080*MAR-2011-MCM6	KBRO
10-2320-6343-01-000-000-000	APE	111867	FEB11-RECEIPTS	233.20	0.00	644 STEPHANIE TRUE	11*09	3/15/2011	AP3122	000644*FEB11-RECEIPTS	KBRO
10-2320-6343-01-000-000-000	APE	111958	3/15/11-PREMIUM	586.33	0.00	451 MAUREEN CLANCY-MAY	11*09	3/9/2011	AP3122	000451*3/15/11-PREMIUM	KBRO
10-2320-6343-01-000-000-000	Total	EXECUTIVE ADMINISTRATION		2,259.68	0.00						
Grand Total				3,371.48	0.00						