

**Westport Central School District  
Audit Committee  
Special Board of Education Meeting**

**Place: Library**

**Thursday, October 12, 2006**

**Time: 6:00 PM**

**MINUTES**

**1. Call to Order** at: 6:09 PM by: President LaRock

**A. Pledge of Allegiance**

**B. Roll Call**

√ Alice LaRock      √ George Maffey      √ Jim Carroll  
√ David Goldwasser      √ Kathleen carterMartinez

**C. Introduction of Attendees**

Also Present: Karen Tromblee, Superintendent  
Jana Atwell, District Clerk  
Sheila Borden, District Treasurer

Visitors: Barbara Dwyer  
Cheryl Phillips  
Michele Friedman

**2. Review of Engagement (Management) Letter**

Engagement (management) letter was reviewed. This letter is defined as the discussion and analysis of the financial activities of the District.

**3. Review and Discussion of District's Fiscal Operations**

The fiscal operations were reviewed by Ms. Dwyer and shared with the Board. She stated that the District is in a good financial position.

**4. Review Auditor's Assessment of District's System of Internal Controls**

The system of internal controls was reviewed by Ms. Dwyer and shared with the Board.

**5. Receipt and Review of the Draft Annual Audit Report**

The annual audit report draft was distributed for review to members of the Board. Ms. Dwyer advised that the annual audit report will be exactly as the draft, no changes will be made.

**6. Recommendation to Accept the Annual Audit Report Prepared by Barbara Dwyer, CPA for the Fiscal Year Ending June 30, 2006**

Recommendation will be made at the regular meeting (immediately following the Audit Committee meeting) to accept the annual audit report for the fiscal year ending June 30, 2006.

**7. Review Corrective Action Plan (if any)**

Recommendation to review the following policies and/or procedures and establish corrective action plans – lunch program, post retirement employee benefits, extracurricular activity fund, meal and travel reimbursement limitations and cash deposits.

**8. Adjournment**

Out: 6:45 PM Motion: David Goldwasser Second: Jim Carroll Yes: 5 No: 0 Abstain: 0  
**Accept**

Minutes of the Clerk are not official until approved by the BOE.

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Jana Atwell, District Clerk

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Date Approved by the BOE