

**Audit Committee Meeting  
July 18, 2024 – 10:00 AM  
Bloxham Building Ground Floor Conference Room**

**Meeting Minutes**

**Audit Committee Members Present**

Darryl Jones, Audit Committee Member  
Linda Nelson, Audit Committee Member  
Pat Weaver, Audit Committee Member  
Shelby Green, Audit Committee Member  
Michelle Clark, Audit Committee Member  
Julie Leftheris, Audit Committee Member

**Leon County School Board Staff Present**

Rocky Hanna, LCS Superintendent  
Opal McKinney-Williams, School Board Attorney  
Livetra Paul, Director of Internal Auditing  
Dana Earnest, Executive Assistant  
Jane Hightower, Auditing Intern

**Call to Order**

The meeting was called to order at 10:11 AM by Audit Committee Chair Darryl Jones.

**Approval of Meeting Agenda**

The meeting agenda was unanimously approved. The motion was provided by Julie Leftheris and seconded by Pat Weaver.

**Approval of Meeting Minutes**

The committee unanimously approved the meeting minutes from the March 21, 2024 audit committee meeting. The motion was provided by Linda Nelson and seconded by Michelle Clark.

**Audit Committee Report to the School Board Status Update**

Livetra Paul, Director of Internal Auditing, provided a brief summary of the Audit Committee Report to the School Board on behalf of Audit Committee Chair Darryl Jones, who actually presented the report at the April 23, 2024 School Board meeting. The report was well received and no questions were asked.

Audit Committee Chair Jones shared that the School Board was pleased with the audit results and other information presented in the report. Audit Committee Chair Jones commended staff during the School Board

report and the Audit Committee meeting for the outstanding job they are doing to contribute to the District's success in this area.

### **Audit Committee – Duties & Responsibilities Q & A**

Ms. Paul provided a high-level review of LCS Policy 6840- Audit Committee and opened the discussion for questions and/or comments from audit committee members. The following comments were provided during the discussion.

- Based on the requirements outlined in policy, Audit Committee Chair Jones requested nominations for Audit Committee Vice-Chair. Shelby Green was nominated and received a unanimous vote to serve as the Audit Committee Vice-Chair for the 2024-2025 fiscal year.
- There was dialogue about the responsibilities of bookkeepers in Title I school sites verses non-Title I school sites. It was noted that bookkeepers at these sites have a great deal of work and responsibility. The areas of emphasis may differ based on the school type but the workload it not believed to be more rigorous at one school type verses the other. For example, Title I bookkeepers may be required to spend more time on concerns related to managing the Title I budget. Bookkeepers at non-Title I sites may spend additional time on managing budgets related to fee-based before and after school program or donations.
- Information was shared about the duration of the contract for external auditing services with Purvis Gray. Additionally, there was dialogue about the benefits and/or challenges that could be faced if maximum timeframes were implemented for the contract with an external audit firm.
- An overview of some of the routine issues and/or concerns related to internal accounts funds at each school site was provided. The committee had extensive discussion regarding potential strategies that could be implemented to address these concerns and requested information about districtwide principal training. OIA staff shared information about the training that will be provided to principals at the annual summer leadership summit.
- The committee participated in a discussion about the staff resources available in the OIA compared to the volume of work. OIA staff shared that additional staff resources would provide tremendous benefit. The OIA could move from a position of putting out fires to a more structured audit plan to more adequately access district operations and provide appropriate recommendations for process improvement.

### **Audit Reports**

#### *External*

Ms. Paul provided the following comments related to external audits:

- The District has not received any additional external audit reports since the last meeting of the audit committee.
- The District Financial Audit and Audit of School Internal Accounts will be completed by Purvis Gray.
- The engagement letters for both audits were approved on the July 9, 2024 School Board agenda.
- The total cost of these external auditing services in \$168,000 (\$138,000 for the financial audit and \$30,000 for the internal accounts audit.
- Purvis Gray will begin preliminary audit work for the internal accounts audit later this summer. They will select 15 schools for inclusion in this audit cycle. The selection process will include the 10 schools with the highest volume and 5 additional school sites selected based on other selection criteria.
- Purvis Gray may opt to complete some limited testing on a few audit topics over the next couple of months, but the majority of the audit work will not begin until after submission of the Annual Financial Report (AFR) in September.

- The final audit reports are scheduled to be issued at the end of January. Upon issuance of the final reports, Purvis Gray will provide a presentation to the audit committee.
- After the presentation to the audit committee, the final audit reports will be included as an agenda item on the school board agenda and a representative from the audit committee will provide a report to the school board to share the committee's input on the final reports.

### *Internal*

Ms. Paul provided the following comments related to internal audit reports:

- The Office of Internal Auditing (OIA) has completed inventory certification for LCS Department of Materials and Storage and LCS Maintenance Warehouse.
- OIA has conducted limited reviews for Ruediger Extended Day Enrichment Program, Killearn Lakes Internal Accounts, 21<sup>st</sup> Century Grant Program and numerous consulting efforts related to school internal accounts at various school sites throughout the district.

### **Office of Internal Auditing Update**

Ms. Paul apprised the committee of the extremely high volume of work and staffing limitations. The committee was informed that an employee in the OIA who was placed on administrative leave in February 2024. After a comprehensive internal and external investigation, the employee was terminated in May 2024. The vacancy in the OIA has remained from February 2024 to current day because the position could not be advertised until a final determination was made by appropriate district representatives. The advertisement for the internal auditor position closed on July 11, 2024. Ms. Paul plans to begin the application review and interview process immediately.

### **Public Comments**

There were no public comments.

### **Future Meeting Dates**

Shelby Green will provide the Audit Committee Report to the School Board at the August 27, 2024 School Board meeting @ 6PM.

The next Audit Committee meeting will be held on October 18, 2024 @ 10AM.

### **Adjournment**

The meeting was adjourned at 11:21AM.