

**BCSD Audit Committee
Community Representative Application
September 23, 2021**

The Audit Committee of the Bedford Central School District has been established in accordance with Education Law Section 2116-c. The Audit Committee is a five-member committee of three Board of Education members, one of whom is also a member of the Finance Subcommittee, and two community members. A copy of the Charter can be found [here](#). Please review this document before completing the application. There are specific requirements and responsibilities for committee members. The committee must collectively possess knowledge in accounting, auditing, financial reporting and school district finances. The number of individuals responding will likely exceed the opportunities available to serve. The Board of Education will notify all applicants of their status as soon as possible. Those wishing to serve must be school district residents but do *not* have to have children currently in the public schools. We thank you in advance for your interest in serving the community and the children of the Bedford Central School District.

Name _____

Home Address _____ City _____ Zip _____

Mailing Address _____ City _____ Zip _____

Phone Day () _____ Home () _____

Email Address: _____

Occupation _____

Names of Children, Grades, Schools _____

Specific Accounting, Auditing, Financial Reporting and/or School District Financial Expertise or Experience: **(please refer to attached Charter)**

Why Do You Wish to Serve?

Please answer the following questions:

1. Are you an employee of the District? Yes_____ No_____

2. Have you or do you currently provide goods or services to the District within the last two years?
Yes_____ No_____

3. Do you own or have a material interest in a company that provides goods or services to the District?
Yes_____ No_____

4. Are you a close or immediate family member of an employee, officer or contractor who provides goods or services to the District? (The term "close" or "family member" includes parent, sibling, nondependent children, spouse, spouse or dependent whether or not related.)
Yes_____ No_____

5. Have you been involved in litigation or other legal matters against the District?
Yes_____ No_____

6. Is there anything in the Audit Committee Charter that you will be unable to fulfill?
Yes_____ No_____

7. Is there any other information you would like us to know?

The Bedford Central School District

Audit Committee Charter

By resolution dated December 14, 2005, the Board of Education of the Bedford Central School has established an audit committee as required by Education Law Section 2116-c. The audit committee shall act in an advisory capacity to assist the Board with overseeing the District's internal audit function and external audit.

MISSION

The mission of the audit committee will be to ensure the District's fiscal accountability by providing independent assistance to the Board of Education in the oversight of the external and internal audits.

MEMBERSHIP

The audit committee shall be composed of five (5) members, who will include; two (2) Board members, one (1) member of Board's Finance Committee, and two (2) representatives from the community. The Board will appoint all members of the Committee and they shall serve without compensation in two (2) year terms and each member shall serve no more than two (2) terms. The members of the Committee from the community will be appointed in alternate years. Members will be reimbursed for their actual and necessary expenses related to attending committee meetings. All members of the Audit committee shall be residents of the District.

Members of the audit committee are school district officers. Each member must take the District's oath of office. In addition, committee members may not reveal any confidential information obtained during the exercise of their duties.

The audit committee must collectively possess knowledge in accounting, auditing, financial reporting and school district finances. The following individuals are prohibited from serving on the audit committee:

- An employee of the District;
- An individual who within the last two (2) years provided or currently provides services or goods to the District;
- An individual who owns or has a direct and material interest in a company providing goods or services to the District;
- A close or immediate family member of an employee, officer or contractor providing goods or services to the District. The term "close or immediate family member" includes parent, sibling, nondependent child, spouse, spouse equivalent, or dependent, whether or not related, and
- Has been involved in litigation or other legal matter against the District.

DUTIES

The duties of the audit committee shall include the following:

- Oversight of the external auditor, claims auditor and the internal auditor;
- Interview and provide recommendations regarding the appointment of the external auditor, claims auditor and the internal auditor for the District;
- Meet with the external auditor, the claims auditor and internal auditor before and after their audits and reviews;
- Assist in the oversight of the external audit function, including, but not limited to:

- Review and discuss with the external auditor any risk assessment of the District's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
- Receive and review the draft annual audit report and draft management letter and, working directly with the external auditor, assist the Board in interpreting these documents;
- Make recommendations to the Board on whether to accept the annual audit report;
- Review every corrective action plan that the Education Law Section 2116-c requires school districts to develop and assist the Board in the implementation of this plan;
- Assist in the oversight of the internal audit function, including, but not limited to:
 - Providing recommendations regarding the appointment of the internal Auditor;
 - Reviewing significant findings and recommendations of the internal auditor;
 - Monitoring the District's implementation of the internal audit function.
- Report to the Board on its activities on an as-needed basis, but not less than annually. Each report must address or include, at a minimum;
 - The audit committee's activities;
 - A summary of the committee meeting minutes;
 - Significant findings brought to the committee's attention;
 - Any indications of suspected fraud, waste or abuse;
 - Significant internal control findings; and
 - Activities of the internal audit function.
 - Hold regularly scheduled meetings sufficient to fulfill all committee duties, and
- At least annually, review the audit committee charter and present recommended modifications, if any, in writing to the Board.

MEETINGS

The audit committee will meet at least three (3) times each year. All audit committee decisions must be made by a quorum or simple majority of the total membership. Audit committee meetings may not be conducted unless a quorum is present. As a public body the audit committee is subject to the requirements of the Open Meetings Law. Education Law Section 2116-c provides that the audit committee may only conduct an executive session to:

- Meet the external auditor prior to the commencement of the audit;
- Review and discuss with the external auditor any risk assessment of the district's fiscal operations;
- Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External auditor, assist the Board of interpreting these documents; and
- Review and discuss with the internal auditor any risk assessment of the district's fiscal operations.

If authorized by Board resolution, any Board member who does not serve on the audit committee may attend an executive session of the committee.