

Finance, Audit and Budget Committee Meeting

Tuesday, August 22, 2023
450 Columbus Boulevard, Hartford
Plaza Level North – Conference Room E

Draft Minutes (Subject to change)

Members Present: Mr. Donald Harris, Jr., Chair
Ms. Bonnie Burr
Ms. Keavney-Maruca
Mr. Allan B. Taylor
Mrs. Kathy Demsey

Others Present: Mrs. Nora Chapman, Supervising Accounts Examiner,
Office of Internal Audit
Ms. Gloria McCree, Director of Internal Audit

Members Absent: 0

The meeting was called to order at 10:32am.

I. Approval of Minutes – March 29, 2023

A motion was made by Mr. Taylor, seconded by Mr. Harris, and unanimously adopted to approve the minutes of the Finance, Audit and Budget Committee (Committee) meeting on March 29, 2023.

II. Office of Internal of Internal Audit (OIA) - (Mrs. Nora Chapman)

Mrs. Chapman introduced Ms. Gloria McCree to the Committee. Ms. Gloria McCree was the previous Director of Internal Audit and is now working on a durational basis. Ms. Keavney-Maruca was also introduced as the new member of the Committee.

Mrs. Chapman discussed the Internal Audit Annual Audit Plan for fiscal year July 1, 2023, to June 30, 2024. She stated that the Audit Plan includes statutorily mandated and high priority audit activity for federal and state single audits both for the Connecticut State Department of Education and the Office of Early Childhood, Education Cost Sharing Grant (ECS), Charter and Magnet Schools and Grant Forms Review and Analyses. The Annual Audit Plan also includes special projects, consultative support, and coordination activities with the Auditors of Public Accounts (APA) and with external Certified Public Accountants (CPAs). The Committee made a motion to accept the Audit Plan. It will be presented to the Connecticut State Board of Education on September 6, 2023, for approval. Additionally, Mrs. Chapman discussed the planned time frame for ECS, Charter Schools and Forms review audit activity.

Mrs. Chapman updated the Audit Committee on the status of the Director of Internal Audit, Accounts Examiner and Administrative Assistant positions.

III. Financial Matters (Mrs. Kathy Demsey)

Mrs. Demsey provided an overview of the recently passed biennial budget, including an update on three new staff positions that have been added to the Department's budget for the purpose of financial oversight and auditing of local education agencies. She also reviewed the planned request for a Mid-term Budget adjustment that the full Board will be voting on at the September 6, 2023, meeting.

At 10:58 a.m. a motion was made by Mr. Harris and seconded by Mr. Taylor, and unanimously adopted to adjourn the Finance, Audit and Department Matters Committee meeting.

At 10:58a.m. the meeting was adjourned.

Recorded by Patricia Johnson, Secretary, Office of Internal Audit

DRAFT