

**The Escambia County School District
Audit Planning and Review Committee Meeting
Minutes, December 10, 2001**

- I. Mike Adkins, Chairman, called the meeting of the Audit Planning and Review Committee to order at 5:37 p.m. in Conference Room B of the Vernon McDaniel Building, 215 West Garden Street, Pensacola, Florida 32501. Committee members in attendance were Betsy Bowers, and Angela Sheffield. Others in attendance were, Sam Scallan, Director, Internal Auditing, and Susan Reed, recording the minutes.
- II. A motion to adopt the agenda was made by Angela Sheffield, seconded by Betsy Bowers and passed unanimously.
- III. A motion to approve the minutes for the November 6, 2001 meeting, was made by Angela Sheffield, seconded by Betsy Bowers, and passed unanimously.
- IV. Items from Internal Auditing:
 - A. There were seven Internal Funds Audits presented to the Committee for acceptance. Of those seven, the audit of Barrineau Park Elementary School included a finding regarding a violation of board policy governing the use of school facilities by a non-school group.

A motion to accept the Internal Funds Audits presented was made by Betsy Bowers, seconded by Angela Sheffield, and passed unanimously.
 - B. Mr. Scallan presented the Custodial Cleaning Supplies Bid #25-98 Review. He reminded the Committee that that this was a review requested by the Superintendent. Findings and recommendations were discussed including a recommendation to re-bid the contract for July 1, 2002.

A motion to approve the completed project was made by Angela Sheffield, seconded by Betsy Bowers, and passed unanimously.
 - C. Mr. Scallan then reported the status of the current projects listed on the agenda. He stated that Debbie Fussell would be starting the Risk Management Receivables follow-up in January. With the recent rewriting of Board Policy, the Maintenance Operational Procedures Manual could be completed so the Maintenance Work Order follow-up review could continue in January. He also gave an update on the progress of the investigation by the Sheriff's Department regarding the Escambia Chorus Booster Club review.
- V. Mr. Adkins suggested that the Internal Auditing Department undertake an extensive survey to begin to readdress a prior initiative of the Internal Auditing Department. The project met with general approval of the Committee.
- VI. There was no public input.
- VII. There were no other announcements.

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- VIII. The next meeting date was left open to be set at a later date.
- IX. A motion to adjourn was made by Betsy Bowers and seconded by Angela Sheffield. Mr. Adkins adjourned the meeting at 5:53 p. m.


Secretary


Chairman