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| **Shakopee Public Schools**  **Citizens’ Financial Advisory Committee Meeting Minutes** | | |
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| **December 4, 2017 – 6:00PM**  **District Office Board Room, 1200 Town Square, Shakopee** | | |
| The Citizens’ Financial Advisory Committee convened at 6 p.m. on December 4, 2017.  Members present included: Jackie Haremza, Adam Johnson, Allen Larson, Steven Jones, Jennifer Smith, Suzanne Johnson, Jon McBroom, and Tyler Dehne.  Ad hoc attendees included Scott Swanson.  Matt McKeand and Reggie Bowerman were not present.  **Meeting Minutes:**  **P card compliance review**  Suzanne Johnson summarized the P card compliance review performed by Clifton Larson Allen. Committee members provided feedback on the report. Johnson highlighted potential areas for improvement. Scott Swanson suggested performing a risk assessment and auditing a sample of P card transactions internally. Johnson expressed intent to provide a written response to comments within the report. She noted with a revised P card manual the finance department will be better able to enforce the rules as defined in the manual.  **Audit Results**  Johnson presented results from the audit noting a clean, or unmodified, audit opinion. Johnson reviewed statistics within the audit communication letter including:   * Enrollment figures and the general education formula allowance. * General fund revenue sources and expenditures by program. * Revenue and expenditure per student in comparison to the seven county metro area and statewide. * Operating results for the general fund, food service, and community service funds and debt services. * A material weakness finding related to lack of segregation of duties. In the current year this finding was upgraded to a material weakness due to the breakdown of the internal controls in the P card process. The district has taken steps to revise the P card manual and other procedures. The finding also addressed a lack of segregation of accounting duties. This finding has been present for multiple years. This finding is common in districts of Shakopee’s size. Johnson shared ideas on eliminating these items and the committee provided feedback on the report finding. * Per MN Statute 345.38.43, the district must report and pay to the state any unclaimed property (outstanding checks) greater than $100. The audit noted several instances where this did not occur. * Changes to federal purchasing rules (uniform guidance) will require the district to implement controls to meet the guidelines. Johnson noted that food service will be most impacted.   **Budget Timeline**  Johnson discussed budget timelines with the committee. The preliminary revised budget will be reviewed at the next meeting.  **Membership**:  Community Member – Jackie Haremza  Community Member – Adam Johnson  Community Member – Steven Jones  Community Member – Allen Larson  Community Member – Jennifer Smith  Board Treasurer – Matt McKeand  Board Representative – Reggie Bowerman  Temporary Acting Interim Superintendent – Jon McBroom  Director of Finance and Operations – Suzanne Johnson  District Accountant – Tyler Dehne  Ad Hoc attendees – Scott Swanson | | | |
| **Save the Dates – Please mark your calendars for the following:** | | |
| Citizens’ Financial Advisory Committee Meetings   * Tuesday January 9, 2018 | | |
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