

Waitsfield School Board Meeting

6 November 2017

Waitsfield Elementary School Library

Attendees: Kaiya Korb, Jonathan Goldhammer, Jeremy Gulley, Barclay Rappeport, Christine Sullivan

Meeting was called to order at 6:35pm

**Audience and Written Communications:** None

**Review and Take Action on FY17 Audit of Waitsfield School**

**FY 17 District Management Letter** (see attached) Page 2. Bank reconciliations were not prepared in a timely matter. The reviewer and preparer should date and initial each reconciliation.

The protocol at WES was not to initial the reconciliations on our 6<sup>th</sup> grade account and activity account. This has been addressed going forward.

Timeliness of deposits. WES had previously sent deposits on a monthly basis. The new protocol is to send them weekly.

Health insurance liability – this is handled by the central office.

Fund Balance Policy – this no longer applies since WES has merged to HUUSD.

Deficit Fund balances – for example for the Bridge Street Art Festival. Often monies come in after the event has occurred. WES will follow best practices going forward.

Purchase orders – WES is looking into practices.

Jonathan moved to accept the audit for FY 17 for Waitsfield School District, Jeremy 2<sup>nd</sup>. Unanimous approval.

**Approve Board Order** – Moved to approve board order #1185 in the amount of: \$27,542.83 Jonathan moved to approve. Jeremy 2<sup>nd</sup>. Unanimous approval.

Accept pre-approved board orders:

#1179 Amount of \$642,315.64

#1169 Amount of \$9,845.00

#1168 Amount of \$36,240.89

Barclay moved to approve, Jeremy 2<sup>nd</sup>. Unanimous acceptance.

Approve Board Minutes of WES School Board Meeting from May 15, 2017, Jonathan moved to accept the minutes, Jeremy 2<sup>nd</sup>. Unanimous approval.

Meeting was adjourned at 7:02. Waitsfield School Board, over and out.