

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
**AUDIT COMMITTEE**  
Education Transparency Act Description

November 17, 2020 Meeting

*The following is a full and accurate description of the final actions taken at the meeting and are provided in accordance with the Education Transparency Act, Md. Ed. Code Ann. §3-2B-09(b)(3). If there is a discrepancy between the video and this description, the video, which constitutes the official minutes of the meeting, shall control. The video/audio recordings of the Board of Education are the official record of the meetings and can be viewed at <https://vimeo.com/480853954>.*

The Audit Committee of the Board of Education of Baltimore County met virtually on Tuesday, November 17, 2020, and, in the presence of a quorum, was called to order at 4:37 p.m. The following Committee members were present: Ms. Lily Rowe, Chair; Mr. Russell Kuehn; and Ms. Moalie Jose.

Ms. Kathleen Causey, Vice Chair, arrived at 4:43 p.m.

The following staff members were present: Ms. Andrea Barr, Ms. Debra Stevens, Mr. Keith Fletcher, Ms. Andrea Manna, Ms. Barbara Burnopp, and Mr. George Sarris.

The following items were discussed by the committee:

**APPROVAL OF MINUTES FROM MAY 13, 2020**

1. Approval of Minutes

The minutes from May 13, 2020 were approved.

**REPORTS**

1. Summary of FY 20 Procurement Card Review - Offices

Ms. Manna provided a report on the FY 20 Procurement Card Review for Offices. Objectives and results were discussed.

2. FY 20 Cash Analysis Results - Schools

Ms. Stevens provided a report on the three year cash analysis conducted for schools.

3. Monthly Investigative Statistics

Mr. Fletcher provided a report on monthly investigative case statistics.

**UNFINISHED BUSINESS**

Ms. Rowe requested that the order of the agenda items be reversed, and the Internal Audit Charter was presented first.

1. Internal Audit Charter

Ms. Barr provided information about the Internal Audit Charter to the Committee. Potential projects for Internal Audit’s work plan were discussed.

Mr. Kuehn left the meeting at 6:09 p.m.

2. Audit Committee Charter

This topic was not discussed.

**ADJOURNMENT**

Upon the motion of Ms. Causey, seconded by Ms. Jose, the Committee adjourned the meeting at 6:11 p.m.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/Did Not Vote</b>	<b>Absent</b>
Lily Rowe	X			
Kathleen Causey	X			
Moalie Jose	X			
Russell Kuehn				X

*Submitting for posting on the Web site November 19, 2020*