

# **PUBLIC MEETING NOTICE**

## **Internal Audit Committee Meeting**

**October 5, 2016, 5 p.m.**

### **Location:**

**Edward L. Kelly Leadership Center**

**14715 Bristow Road**

**Manassas, Virginia 20112**

**Room 1132**

### **Agenda:**

#### **I. Meeting Called to Order**

#### **II. Approval of Minutes**

#### **III. Audits Completed and In-Process**

##### **A. Completed Last Quarter:**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Kilby Elementary School       | 8. Cedar Point ES           |
| 2. Osbourn Park HS               | 9. Kerrydale ES             |
| 3. Hylton HS (Follow-up)         | 10. Glenkirk ES – Follow-up |
| 4. Pennington Traditional School | 11. Woodbridge HS           |
| 5. Bennett Elementary School     | 12. PACE West               |
| 6. Potomac MS – Follow-up        | 13. Gar-Field HS            |
| 7. Springwoods ES                |                             |

##### **B. In-Process:**

- |                                  |                                 |
|----------------------------------|---------------------------------|
| 1. High School Athletics         | 4. Potomac View ES – Follow-Up  |
| 2. Governor's School Innov. Park | 5. Porter Traditional School    |
| 3. Vaughan ES                    | 6. PTA/Boosters and Fundraisers |

#### **IV. Updates on Internal Audit/Finance Initiatives**

- |                          |                                    |
|--------------------------|------------------------------------|
| 1. Installation of Safes | 2. Automated Time and Leave System |
|--------------------------|------------------------------------|

#### **V. Input on 2017 Internal Audit Plan**

#### **VI. Upcoming Internal Audit Committee Meeting Dates**

- November 2, 2016 (Approval of 2017 Internal Audit Plan)
- February 15, 2017