

PUBLIC MEETING NOTICE

Internal Audit Committee Meeting

September 19, 2012, 4:00 p.m.

Location:

Edward L. Kelly Leadership Center

14715 Bristow Road

Manassas, Virginia 20112

Room 3011

Agenda:

- I. Meeting Called to Order**
- II. Approval of Minutes**
- III. Motion to Enter Closed Session**
- IV. Closed Session Certification**
- V. Discussion of Process for Communication of Audit Reports**
- VI. Proposal for Long-Term Internal Audit Staffing Plan**
- VII. Internal Audit Status Report**
- VIII. Preliminary 2013 Audit Plan**
- IX. Summary of Procurement Card Audit Findings**

X. Two Year Review of Procurement Card Audits – Audit Findings and Recommendations

XI. Collaborative Approach - Internal Audit Sharing Findings and the Link to the Internal Control Advisory Council – Procurement Cards (Wallingford)

XII. Presentation of Audit Reports

1. School Audits:

- A. Glenkirk Elementary School
- B. Old Bridge Elementary School
- C. Pattie Elementary School
- D. Tyler Elementary School
- E. Williams Elementary School

2. Procurement Card Audits:

- A. Battlefield High School – School Activity Fund Account (SAFA) Travel Card 2
- B. Belmont Elementary School Supplies
- C. Benton Middle School Science Supplies
- D. Graham Park Middle School Physical Education Supplies
- E. Instructional Technology Travel
- F. Office of Facilities Services’ Maintenance Plumbing West
- G. Marshall Elementary School Instructional Supplies
- H. Osbourn Park High School Special Education Supplies
- I. Office of Human Resources Travel Card #2
- J. Office of Student Learning - Art

XIII. Adjourn (Next Meeting - November 7, 2012, 4:00 p.m.)