



AUDIT COMMITTEE MEETING MINUTES
Olympic Training Center
Old Military Road, Lake Placid, NY
July 15, 2008
10 AM

AGENDA – AUDIT COMMITTEE

INTRODUCTION

- A. Roll Call
- B. Update on protocol for meetings
- C. Review of 2007-08 Financials
- D. Approval of Financials
- E. Review of ABO report
- F. Discussion of duties and responsibilities of Audit Committee
- G. Audit Committee Charter materials

The Audit committee meeting was called to order at 11:18 AM.

Present: Cliff Donaldson – Chair; Jerry Strack – Member; Joe Martens ORDA Chair; Ted Blazer – President/CEO; Kathy Bushy – Finance Director

Discussions were held regarding the recent Authority Budget Office audit of ORDA operations.

Jim Amell was welcomed as a guest from Marvin and Company to review ORDA's year end audit. The audit is posted on orda.org. ORDA Chairman Martens asked for a discussion regarding adjustments and how the number of exceptions could be reduced. Jim Amell reviewed the exceptions found in the audit.

Regarding the Mgt. letter, the committee discussed administrative procedures of sign off and signatures on purchases. It was confirmed that invoices would be present when checks are signed.

Regarding the Financial section, it was noted if soft costs were removed the organization would show a profit for 07-08. GASBE 34 requirements were discussed re: post

retirement expenses which show up in this year's audit. It was noted that liquidity is much better in 07-08 than prior years. A swing by as much as \$8 million. Currently there is enough cash flow to cover debt service.

Regarding governance issues and the Audit Committee, it was decided that Kathy Bushy would put together a draft Charter and circulate for comments. ORDA has been following the Model Governing Principles for Public Authorities guidelines for Governance and Audit Committees; however ABO noted that a charter must be adopted. Cliff would seek out additional people to serve on the Audit committee, perhaps outside of ORDA board members.

Concerning the finding from ABO that there must be an Audit Committee approval in order to engage outside auditor in business aside from the audit a motion was offered: Motion for Auditor to perform non-audit functions including but not limited to:

- Board meeting reports – reviewing expenditures, financing, and advice to audit committee
- Assistance in making journal entries
- Booking of certain activities
- Advice on business plan and proforma's...etc

This is a renewable for one year

Moved : Jerry Strack
Second: Cliff Donaldson
Passed

Jim Amell left the meeting and the committee was given the new RFP for Audit services.

Prior to the next meeting ORDA staff to provide an update on ABO audit and what has been accomplished and what items still need attention.

Additionally it was noted that ORDA staff can trim down the annual report to more concise information.

Meeting adjourned at 11:27 AM.