



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Mrs. Patricia B. Luke, Chair  
Mr. Allan B. Taylor  
Mr. Stephen P. Wright

**FROM:** Mr. Richard G. LeMay, Supervising Accounts Examiner  
Office of Internal Audit

**DATE:** September 11, 2012

**SUBJECT:** **Finance, Audit and Department Matters Committee Meeting  
September 13, 2012, at 3:30p.m. in room 321**

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The following is the agenda for the September 13, 2012, Finance, Audit and Department Matters Committee meeting:

- I. **Approval of Minutes** – June 12, 2012 (*attachment I.*)
- II. **Financial Matters** (*Mr. Brian Mahoney*)
  - a) Budget Presentation (2012-2013)
- III. **Affirmative Action** (*Mr. Levy Gillespie*)
  - a) Department's Affirmation Action Update
- IV. **Office of Internal Audit Agenda Items** (*Mr. Richard G. LeMay*)
  - a) Office of Internal Audit Personnel Issues Update
    1. Director of the Office of Internal Audit
    2. School Construction Auditors
  - b) CTHSS Audit Activities
    1. Vinal and A.I. Prince Technical High Schools – Audit Implementation Reviews
    2. Henry Abbott Technical High School – Student Activity Fund Special Review
    3. Audit Activity for Schools 2012-2013 Fiscal Year
      - (a) General Audit of Schools
      - (b) Follow-up on Physical Inventories
  - c) ARRA/SFSF Update
    1. Federal SFSF Project Closeout
    2. Education Jobs Fund Program
  - d) Audit of Inventory Procedures
  - e) Anticipated Audit Activity 2012-2013 Fiscal Year
  - f) Forms Review
- V. **Other Matters**

RL/pj

cc: Mr. Stefan Pryor  
Mrs. Pamela V. Charland  
Mr. Levy Gillespie  
Mr. Brian Mahoney

Attachment