

February Special Committee Meeting Agenda

Audit Committee

The special committee meeting of the Audit Committee has been scheduled for **February 12, 2016**, at **9:30am** in the Gallatin Gateway Board Room.

(All policies mentioned in the agenda can be found at www.gallatingatewayschool.com)

Call to Order

Public Comment- Non-Agenda Items (GGS Policy #1070)

New Business

- Discuss and develop a Request for Proposal (RFP)
- Discuss and determine the auditors to send RFP's
- Set next meeting date

Adjournment

**FEBRUARY 12, 2016 MINUTES
SPECIAL COMMITTEE MEETING
AUDIT COMMITTEE**

Call to Order

Meeting was called to order at 9:31am in the Gallatin Gateway School Board Room.

Audit Committee Present

Travis Anderson, Superintendent; Aaron Schwieterman, Trustee, and Carrie Fisher; District Clerk/Business Manager

Others Present

None

Public Comment- Non-Agenda Items- None

NEW BUSINESS

Discuss and Develop a Request for Proposal (RFP)

The committee reviewed a sample RFP from Big Sky School District and discussed changes that the committee would like to see to the document such as (but not limited to):

- Dates/deadlines for the proposals to be returned
- Documents to include in the appendix of the RFP (TFS, Budget Report, and FY15 Audit)
- Financial data updates within the document
- Evaluation criteria

District Clerk/Business Manager Carrie Fisher will make the proposed changes to the document and provide to the committee members prior to the next committee meeting where the committee will approve the final document.

Discuss and Determine the Auditors to send RFP's

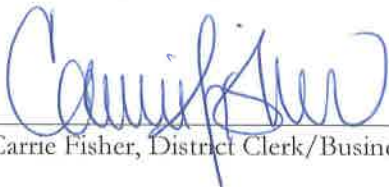
The Audit Committee reviewed the roster of independent auditors authorized to conduct audits as provided by the Department of Administration- Local Government Bureau. The committee consensus was to send RFP's to audit firms located primarily in Southwest Montana and those firms who are already conducting audits for Districts located in the Gallatin Valley, such as Denning Downing & Associates located in Kalispell who conduct the audit for Belgrade School District. The committee will not solicit an RFP from firms located whose primary office is located outside the state of Montana. The District Clerk/Business Manager will provide the committee with a proposed list at the next committee meeting for final approval.

Set Next Meeting Date

The next meeting will be held Friday, February 19, 2016 at 9:30am in the Gallatin Gateway School Board Room.

Adjournment

The meeting was adjourned at 10:28am.



Carrie Fisher, District Clerk/Business Manager

Special Committee Meeting

February 12, 2016

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
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**GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730**

Gallatin Gateway School Policy #1070- The agenda must also include a "public comment" item in order to allow members of the general public to comment on any public matter under the jurisdiction of the district that is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairman may place reasonable time limits on any "public comment" item in order to maintain and ensure effective and efficient operations of the Board. The District shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

** Public comment will be asked on each agenda item. Do not sign below for agenda items.*

Public Comment Sign-in

Date: Feb 12, 2016

**Please sign below for non-agenda items to be heard under New business: Public comment.*

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
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