

**Sullivan County Head Start, Inc.**  
**Special Board of Directors Meeting**  
**August 5, 2015**

**I. Call to Order**

Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:25 pm.

**II. Attendance**

The following Board members were present: Anne Knack, Jean Van Lowe, Gladys Walker, Rebecca LeClair and Charles Davis. Guest: Elizabeth Loarca, Auditor from Knack, Pavloff & Co. In addition staff members present were: Yvette McIntosh and Bertha G. Williams.

**III. Audit**

Elizabeth Loarca presented audit – went over management letters (pages 1 & 2) and second letter (pages 16 & 17). No issues with management were found.

- The opinion portion of the letter stated “We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion”
- The Statement of Financial Position shows a much improved position, with unrestricted funds amounting to \$58,000
- The Summary of Audit (page 21) states the Auditors’ Report as an unmodified opinion on the financial statements and there were no deficiencies or noncompliance issues. Sullivan County Head Start has qualified as a low-risk auditee.

A Discussion around increasing unrestricted funds took place noting that the Board members are active in recommending sources of funding.

Gladys moved to approve Audit. Rebecca LeClair Second the Motion. Motion Carried.

**IV. 990:**

Form 990 – page 6 part VII pointed out which asks:

7a. Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? Answer – No

7b. Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? Answer – No.

Gladys Walker made a Motion to accept report. Anne Knack Second the Motion. Motion Carried.

The Federal Audit clearinghouse has been hacked so we were unable to submit audit. We will keep checking the site to see when we can submit the audit.

Pension Restatement required by IRS for the 6 year cycle was reviewed. Gladys Walker made a Motion to accept report. Anne Knack Second the Motion. Motion Carried.

Anne Knack made a motion to adjourn. Gladys Walker Second the Motion. Motion Carried. Meeting adjourned at 1:110 pm.

Minutes taken by \_\_\_\_\_  
Yvette McIntosh

Submitted by \_\_\_\_\_  
Gladys, Walker, Secretary