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## CENTRAL MICHIGAN SCHOOL BUSINESS OFFICIALS

Serving Central Michigan School Districts

# Meeting Minutes

## Friday, January 11, 2019

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**Members Present:** Jon Laing, Doug Barcy, Kelly Corbett, Jamie Essenmacher, Kellsey Fairris, Michael Foster, Rick Jensen, Tina Monroe, Evan Nuffer, Richard Pugh, Brian Quinn, Nancy Rasinske, Barry Roney, Lori Schomisch, Karlee Sims, Michelle Sine, Collin Smith, Robert Spagnuolo, Cheryl Wald

**Others Present:** Sheila VanOcker, Austin Burton, Cassie Graven-Watts, Kyle Sutton, Christine Luneack

**Opening:** Jon Laing opened meeting at 1:16 PM

**Presentation:** Fraud with Kyle Sutton and Christine Luneack, Plante Moran

- Recent Fraud Trends
- Case studies from real fraud investigations
- Tips for fraud prevention/detection

### Highlights

- Prevention of check tampering includes limited access to check stock, limited access to signatures, and use of positive pay.
- Trends of fraud include 5% of annual revenues lost to fraud, primary factor of loss is the lack of internal controls, 96% of individuals who committed fraud had a clean background history.
- Number one red flag of fraudsters is someone living beyond their means.
- Corruption can be very difficult to detect and prove.
- Most effective anti-fraud controls are data monitoring/analysis and surprise audits.
- Excel tools for fraud audits include Conditional Formatting, Fuzzy Lookup Add on, and Sparklines.

### Communications:

- a. **Next Meeting – February 8, 2019 – Updates from SET-SEG (Back at the University Club for lunch and meeting)**
- b. MSBO events
  1. January 15: Financial Strategies Conference; Kellogg Center
  2. January 22: Security/Disaster Recovery; Webinar
  3. January 24: Technology for the Business Manager; Webinar
  4. January 31: Principles of Contract Writing; Webinar
  5. February 6: Group Solutions – Current Issues; MSBO

### Regular Business:

- a. Approval of December 14, 2018 Meeting Minutes: <http://www.msbo.org/central-michigan-regional-group>

*Participation & Cooperation - Our Key to Success*



**Roundtable Discussion:**

- a. GASB 84 at Financial Strategies Conference
- b. Brian Quinn, PFM said there was changes made to the SCC Continuing Disclosure – PFM is looking to hold a session at MSBO Annual Conference with the changes.
- c. Michelle Sine thanked group for awarding her the CMSBO Scholarship for Leadership Institute.
- d. Rob Spagnuolo won the door prize – Restaurant Gift Card.

**Adjournment: Meeting adjourned at 2:25 PM**