

2019-2020 INTERNAL AUDIT RISK ASSESSMENT

ACTION PLAN

<i>Number</i>	<i>Comment</i>	<i>Response and Implementation Date</i>
<u>Extraclassroom Activity Funds</u>		
1	The District should adopt a formal policy to define the procedures and rules to be followed with regard to the custodial responsibilities and operations within the extraclassroom activity funds function.	<p>While there are general guidelines for the extraclassroom fund, currently there is no formal policy.</p> <p>The district will review the general guidelines and consider adopting a formal policy.</p> <p>Status: Internal review completed in June 2020, formal procedures manual to be completed and board approved by June 30, 2021.</p>
2	QuickBooks software does not need to be updated annually.	<p>Currently the QuickBooks software is updated on an as-needed basis, not annually.</p> <p>Status: Completed and ongoing.</p>
3	There is a lack of segregation of duties in the extraclassroom activity funds.	<p>The club coordinator prepares the deposit and provides it to the student accounts treasurer for deposit into the bank. Club coordinators also request disbursements via a check request form, which is processed by the student accounts treasurer. The student accounts treasurer records deposits, disbursements, and performs the bank reconciliation.</p> <p>The district will review the extraclassroom activity funds process and update if deemed necessary.</p> <p>Status: Reviewed in May 2020, no changes necessary.</p>
<u>Reporting of Employee Absences - Substitute Hiring</u>		
4	The AESOP database should be continuously reviewed to identify those individuals no longer responding or being considered as substitutes in order to purge these individuals from the AESOP system and the Finance Manager database. This will prevent these persons from accessing the system or being paid through payroll in error.	<p>As needed and at least annually, the AESOP coordinator adds and removes substitutes from the system. Substitutes cannot be paid erroneously as substitute pay is processed based on a monthly output report from the system.</p> <p>Status: Completed and ongoing.</p>
5	A list of substitute teachers should be submitted to the Board of Education for approval on an annual basis.	<p>Currently all substitutes are presented to the Board for approval as they are hired. A full list of all active substitutes will be presented on an annual basis.</p> <p>Status: Completed and ongoing.</p>
<u>Special Education IEP Development and Follow Up</u>		
6	Periodic meetings should be held to ensure compliance with existing IEP's.	<p>Periodic meetings are held to ensure compliance with existing IEP's.</p> <p>Status: Completed and ongoing.</p>
7	Procedures should be put in place to ensure the timely approval by the Board of Education of newly developed IEP's, that parent appeals are heard in a timely manner and that all declassifications are properly documented	<p>Newly developed IEP's are approved by the BOE in a timely manner, parent appeals are heard in a timely manner and all declassifications are properly documented.</p> <p>Status: Completed and ongoing.</p>
<u>Private Purpose Trust (TE) Fund</u>		
8	Scholarship checks should be written directly from donors to scholarship recipients in lieu of funds being deposited with the District in the TE fund and then the District cutting checks cut to the recipients.	<p>Per New York State's School Districts Accounting and Reporting Manual, a Private Purpose Trust Fund (TE) "accounts for trust arrangements under which principal and income benefit individuals, private organizations or other governments. A scholarship is an example of a Private-Purpose Trust Fund." The District will continue to disburse scholarship funds from the TE account in accordance with the NY State School District Accounting and Reporting Manual, which recommends that the District do it this way.</p> <p>Status: Completed and ongoing.</p>