

**LYNDONVILLE CENTRAL SCHOOL DISTRICT
CORRECTIVE ACTION PLAN
Year Ending June 30, 2021**

PRIOR YEAR (2019-20) DEFICIENCIES PENDING CORRECTIVE ACTION:

Banking Procedures:

Finding: Examination revealed that the District does not have a dedicated computer terminal to be used exclusively for on-line banking transactions.

Recommend: In order to enhance the controls over wire transfers and on-line banking, we recommend the District consider utilization of a dedicated computer terminal to be used exclusively for online banking transactions.

Person Responsible for Corrective Action: Business Administrator

Corrective Action: The part-time treasurer utilizes a computer housed in an office that is locked. There is limited space available for a dedicated banking computer. The Business Administrator will pursue a cost-effective way to secure electronic banking transactions.

Anticipated Completion Date: June 30, 2022

Purchasing:

Finding: Examination of cash disbursements, noted that the purchasing regulation does not address quoting thresholds over \$10,000.

Recommend: Administration will review its policies and procedures over the purchasing process and consider updating its regulation to match the current process.

Person Responsible for Corrective Action: Business Administrator & Accounts Payable personnel

Corrective Action: Review the purchasing regulations. Analyze what is needed for Lyndonville CSD including discussion with Leadership Team. Develop a proposal of any changes needed to the current regulation. Present to the Board of Education (B.O.E.). Update the regulation needed based on B.O.E. decision.

Anticipated Completion Date: January 30, 2022

Self-Assessment:

Finding: The District has documented written procedures over its financial cycle; however, the District is not required to have an internal audit and has not performed an assessment of those procedures for several years.

Recommend: Management review its procedures and update them for any changes or current risks. In addition, management should consider developing written procedures for other significant areas such as budgeting, purchasing, human resources, retiree health billing, STAC and Medicaid.

Person Responsible for Corrective Action: Business Administrator & other key employees most knowledgeable in these areas.

Corrective Action: Business Administrator will work with key members of the organization to review the procedures and update them for any changes or current risks. Business Administrator will also work with key members of the organization develop written procedures as needed for other significant areas such as budgeting, purchasing, human resources, retiree health billing, STAC and Medicaid.

Anticipated Completion Date: June 30, 2022

CURRENT YEAR (2020-21) DEFICIENCIES IN INTERNAL CONTROL:

Disbursements:

Finding: The auditors' examination of disbursements revealed one instances where the cash disbursement was unavailable for review, which resulted from the accidental disposal of the invoices. While this is an isolated circumstance, it is important for proper storing of documents.

Recommend: Maintain proper storage of documents.

Person Responsible for Corrective Action: Accounts Payable Personnel

Corrective Action: All documents are properly stored.

Anticipated Completion Date: October 1, 2021, Completed

Retirement System Opt-Out:

Finding: The auditors' examination of retirement system reporting, noted five instances in which individuals opt-out forms were not available for review.

Recommend: Continue to make every effort to maintain retirement opt-out forms on file.

Person Responsible for Corrective Action: Payroll Personnel

Corrective Action: Will continue to make every effort to maintain retirement opt-out forms on file.

Anticipated Completion Date: October 1, 2021, Completed

School Lunch:

Finding: The auditors' examination of the School Lunch Fund noted the fund balance as of June 30, 2021 totaled \$127,561, which is a balance that is in excess of the three months average expenditure level recommended by the Federal Regulation #7CFR Part 210.15

Recommend: Continue to monitor the fund balance in order to comply with the Federal Regulation.

Person Responsible for Corrective Action: Business Administrator, Food Service Company (Personal Touch) and other stakeholders.

Corrective Action: Develop a priority list of needed purchases that will bring the fund balance back in line with the Federal requirement. Work to receive all required approvals and make the purchases.

Anticipated Completion Date: March 31, 2022