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Fiscal Year Ending 2024 External Audit Corrective Action Plan

The District's External Auditor, Raymond G. Preusser, CPA, presented the External Audit Report to the Audit Committee at its meeting on November 4, 2024.

| Audit Area(s) | Comment | Corrective Action | Person(s) Responsible | Date |
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| Reserve Plan | Funding reserves at a greater than reasonable level should be avoided. We noted that some of the reserves may have amounts that are excessive based on the District's expense experience and for projected future use. | 1) The Business Official will present and the Board will review current reserves, historical activity, and anticipated needs based on historical expenditures as part of developing a long-range financial plan. 2) The Board will adopt annually a Reserve Plan that sets forth funding limits and strategies. | Superintendent Business Official Board of Education | 1) Anticipated start 12/2024 (data compilation & analysis) 2.) Reserve Plan BOE approved 10/15/2024 |
| | The Board is responsible for having an annual review of the report on the activity. Once approved by the Board such report should be posted on the District website. | A Reserve Plan, including recent activity, was approved by the Board on 10/15/24 | Communication Liaison | Post Reserve Plan to Website November 2024 |
| Budget Transfers | Budget transfers were not always made on a timely basis. Proper purchasing procedures require that funds cannot be expended from codes that do not have funds available. Therefore, transfers should occur to show that funds are available to be spent. | The School Business Official will regularly monitor the budget and perform the appropriate transfers as needed, requesting Board approval as required by policy for transfers over \$50,000. | Business Official | October 2024 10% of the general fund function code up to a maximum of \$50,000, effective July 1, 2024 |
| Payroll | During testing of payroll, no evidence could be found that employees were asked to periodically identify themselves and sign for their paychecks. Periodically, at least once a year at a non-scheduled time, the District should require all persons receiving a paycheck for the pay period to sign for the paycheck. | The district will implement an annual direct deposit and check disbursement payroll verification by requiring employees to verify direct deposit and employment status in person. | Payroll Specialist | Annually, Beginning 2024-2025 |

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| Tax Collection | The Tax Warrant and Tax Collector's Report were approved by the Board of Education. However, there was no signed Tax Warrant by the Board. | The District Clerk and Superintendent will include the Tax Warrant in the August Board Agenda and will ensure that the Board of Education certifies that Tax Warrant annually through Board of Education resolution. The District Clerk will facilitate and confirm the signing of the Tax Warrant by the Board of Education Trustees. | Tax Collector District Clerk Superintendent Board of Education | August 2024 |
| Tax Collection | Tax receipts were not properly recorded. Therefore the unpaid tax report sent to the County was not correct. | Tax collection procedures have been documented as part of the development of a Business Office Manual. Documentation was corrected for the 2024-2025 tax collection season. | Tax Collector Treasurer Business Official | September-October 2024. |
| Purchasing | Within the sample of transactions tested there were instances where no purchase order or claim form was attached to the invoice packets and instances where purchase orders were dated after the invoice date. | <ol style="list-style-type: none"> 1) The Account Clerk will ensure that POs are printed and attached and assist in enforcement of purchasing processes. The Business Official will communicate deficiencies to employees who are not following established purchasing requirements. 2) The Internal Claims Auditor will report discovered confirming purchase orders to the Board monthly, including number of confirming purchase orders, corrective action taken by the internal claims auditor, vendor/payee, and account code. | Claims Auditor Account Clerk Purchasing Agent | <ol style="list-style-type: none"> 1) Fall 2024 2) November 2024 |