

2024-2025 External Audit Corrective Action Plan

Payroll

Contact person(s): Executive Director of Finance and Operations, Superintendent

Anticipated completion date: January 1, 2025

Corrective Action: Payroll change reports will be reviewed on a per pay period basis by Executive Director of Finance and Operations and/or designee. Any changes that are questioned will be investigated and reviewed with the district's payroll supervisor. Payroll change reports will be signed and filed at District Office by District Treasurer.

Final sign off of payroll change reports will be signed by Superintendent and/or designee.

School Lunch Fund

Contact person(s): Executive Director of Finance and Operations, Regional Food Service Director

Anticipated completion date: End of fiscal year 2024-2025

Corrective Action: Throughout the COVID-19 pandemic and the regional transition to Community Eligibility Provision (CEP), reimbursement rates for all student meals were significantly higher than normal due to additional State and Federal funding. Additionally, because the district purchases more than 30% of its food items from NYS vendors, the district also qualified for an additional \$0.25 reimbursement rate per meal.

At the start of the current fiscal year, the calculation of allowable fund balance for the School Lunch fund has increased from 3 months threshold of expense to 6 months expense. This change will eliminate this finding for the district moving forward.

The district's Executive Director of Finance and Operations will review fund balance projections with the Regional Food Service Director on an annual basis and determine a plan to incorporate fund balance as an annual revenue stream within the cafeteria funds.

Health Insurance

Contact person(s):	Executive Director of Finance and Operations, Superintendent,
Anticipated completion date:	End of fiscal year 2025-2026
Corrective Action:	The district will communicate this concern with Union leadership to and will work to find an amenable solution to transition away from pre-paying district staff health care premiums throughout the summer months.