

Onteora Central School District  
Audit Committee--Minutes

March 1, 2021

Committee Members: Robert Curran, Drew Boggess, Kevin Salem, Wendy Wolfenson,  
Emily Sherry

Invited Guests: Monica LaClair, Assistant Superintendent for Business  
Debra D'Aprile, District Treasurer

- 1) Call to Order
  - a) Meeting was called to order at 9:30am
- 2) Attendance
  - a) Victoria McLaren was absent
- 3) Approval of Minutes – November 9, 2020
  - a) Wendy Wolfenson first, Drew Boggess second.
  - b) There were a few minor adjustments made to the minutes.
  - c) All in favor.
- 4) Update on Internal Audits
  - a) Monica LaClair briefly went over the internal audits that have been completed in the District since 2012. She remarked that of the proposed recommendations, the staff in the Business office had embraced them to the point that they have now become second nature. Conversation among committee members then ensued surrounding the various internal audits, Extraclassroom Activity Fund, Cash Receipts, Special Education programs, Health Insurance, Transportation and Maintenance, and Security and Access to Student Data.

A few requests that came from the audit committee included an update to job descriptions with certain staff that have specific responsibilities so that should staff leave, staff replacing them have guidelines to follow. Another request was to have John Reimer attend a future board meeting to give the Board a security update.

- 5) Old Business
  - a) Wendy Wolfenson asked if there was a timeframe we may see a hit from COVID given the discussion at the last meeting surrounding the increase wealth due to increased home sales. Monica LaClair mentioned it could still be years as state aid is determined by data that is lagging by 2-3 years.
- 6) New Business

- a) Kevin Salem asked if the audit committee would be the proper forum for discussion of converting the district to non-fossil fuels as a long term plan. Monica LaClair recommended bringing in an outside consultant with specific knowledge in this area to help the district research potential possibilities given the geography and weather of our district.
- 7) Adjournment
  - a) Next meeting, Monday May 10, 2021. The external auditor will be in attendance.
  - b) It was discussed that perhaps the next meeting may be held in person, outside if weather permits.

**All meetings begin at 9:30 am either at Central Administration OCSD, Boiceville or via Google Meet.**

# Onteora Central School District

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## Memorandum

To: Audit Committee

From: Monica LaClair, Assistant Superintendent for Business

Date: March 5, 2021

Re: Summary of Internal Audits

Per your request, attached are copies of internal audits that have been completed since 2012. The summary is as follows:

Report Date	Topic	Proposed recommendations	Recommendations being followed
May 18, 2012	Fuel Usage	The District should consider establishing monthly reporting requirements to monitor fuel usage.	The Transportation Director forwards monthly fuel usage reports to the Assistant Superintendent for review
	Cash Receipts	Cash receipts should be deposited daily.  Whenever funds are received from students for testing fees or other fees, the supporting documentation should be included.  Extraclassroom activity fund disbursements should be made directly from the club incurring the expense.	When fiscally prudent, cash receipts are deposited daily.  Supporting documentation is reviewed for student deposits.  ECA disbursements are made directly from the club incurring the expense.

		Donations received by the district that are not for general educational purposes but rather for the benefit of individuals outside of the district should not be recorded in the general fund	Donations for specific purposes are put in a separate TE or TA fund account.
	Retiree Health Insurance	Review Social Security numbers in Nvision are correct	With the ACA requirement for filing, retiree social security numbers are verified against the IRS database every year.
	Extraclassrom Activity Fund (ECA)	<p>All clubs should be required to maintain minutes for each meeting held and key decisions made at each meeting.</p> <p>The district should consider requiring that all fundraising events be approved by an appropriate administrator</p> <p>To help ensure that the clubs are maximizing revenue, each club should prepare an activity budget for each type of fundraising activity</p> <p>All clubs should be required to prepare a statement of profit and loss for each fundraising event held</p> <p>To help monitor the turnover of inventory, each club purchasing inventory for resale should prepare an inventory control form.</p> <p>The District should consider using the internal audit function to provide mandatory training to all club advisors on an annual basis.</p> <p>An appropriate individual should perform a review of</p>	<p>The ECA Treasurer requests a copy of minutes as well.</p> <p>The Building Principal approves all fundraising by clubs.</p> <p>When fundraising deposits are made a spreadsheet is included.</p> <p>Profit and Loss statements are requested from all clubs.</p> <p>The District believes this is better handled in house by the ECA Treasurer.</p> <p>The ECA Treasurer performs the bank reconciliations and the Assistant</p>

		<p>monthly bank statements and reconciliations.</p> <p>To help ensure that extraclassroom activity funds are adequately safeguarded, the district should ensure that all employees involved in the processing of transactions of the extraclassroom activity fund are bonded</p>	<p>Superintendent for Business reviews and signs off.</p> <p>The District has a blanket bond amount for all employees of \$100,000 and \$400,000 for Central ECA Treasurer and ECA Chief Faculty Counselor.</p>
Nov. 29, 2012	Special Ed Programs	<p>The district should develop an operating procedure that includes a step requiring a periodic review of the service rates charged by consultants to ensure they match the SED set rates.</p> <p>The district should develop a written operational procedure that will provide sufficient guidance to effectively and efficiently process transactions for State aid and other reimbursed funds, as well as the district's responsibilities to other districts providing special education services for resident students.</p>	<p>The Program Planning Secretary has now received access to the account requisition and transaction area of the District's financial management program (Finance Manager) so that she may verify if a credit has been received and post the information into the PPS books.</p> <p>The Program Planning Secretary has a binder that reviews the STAC process. The District Treasurer, the Director of PPS and the Assistant Superintendent for Business also have access to the STAC website</p>
June 5, 2015	Healthcare Benefits	None	Based on the review of Healthcare Benefits documentation related to the collective bargaining units, contracts, District policies, insurance carrier invoices and payments, and a sample of 31 employees and retirees, the Review did not identify any reportable observations.

<p>Feb. 19, 2016</p>	<p>Transportation and Maint. Inventory Review</p>	<p>The Facilities Department should implement an inventory management system which ideally is integrated with its work order system.</p> <p>The District should periodically validate Inventory Direct counts and Descriptions</p> <p>The Transportation Department should complete it implementation of ServiceFinders inventory system.</p> <p>The Transportation Department should assign randomly created PINs to Transportation and Facilities employees.</p>	<p>The Facilities Dep't enters repair parts in inventory direct. As jobs are completed from the work order system, those repair parts are removed.</p> <p>The stores clerk does an annual inventory of custodial supplies and reconciles the inventory.</p> <p>The Transportation Department has been using ServiceFinder since 2016</p> <p>Random PIN numbers are used</p>
<p>April 27, 2018</p>	<p>Security and Access to Student Data</p>	<p>The Information Technology department should provide formal training to all staff regarding protection of personal private information to ensure student information is not being compromised. In addition, the Information Technology department should communicate to all staff the risk associated with subscribing to software, downloading software, or using the internet that requires personal information.</p> <p>The District is not consistently disabling user access to the Student Information System (Infinite Campus) when staff either resign, retire, or have been terminated.</p>	<p>Director of IT has given trainings at opening day to all staff. In addition, the IT Director has sent out "dummy" emails to all staff to see who is accessing potential phishing emails.</p> <p>The District has a form that is sent to the IT Department when a staff member leaves so that access can be terminated.</p>

		<p>The District should implement the board policies due to the ongoing changes in Information Technology. In order to ensure data privacy, all student desktops and/or laptop computers should be configured to automatically lock down after a specified period of inactivity</p>	<p>Policy #5672, 5676, 6470 were all updated/created since this audit.</p> <p>By their nature, Chromebooks are the only devices that do not lock down, but Chromebooks also do not contain any personal or student data</p>
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