

# **PELHAM UNION FREE SCHOOL DISTRICT**

Corrective Action Plan  
Related to  
Risk Assessment Update Report  
May 5, 2020

## **Current Year Observations and Recommendations**

The District was pleased to learn that no new findings were identified during the auditor's review.

## **Status of Prior Year Observations and Recommendations-Open Items**

### **PAYROLL**

**(Recommendations from the AUP Report dated February 19, 2018)**

#### **Recommendation**

The District would develop a policy related to the processing of payroll, which would specify the items that required Board approval prior to payment, the individual responsible for certifying the payroll, etc.

#### **Finding**

This has not yet been addressed.

#### **District Response**

**The Business Office is actively working with the Board's Policy Committee to create the recommended policy.**

Implementation Date: By June 30, 2021.

### **REVENUE ACCOUNTING AND RECEIPTS PROCESSING**

**(Recommendations from the AUP Report dated January 28, 2019)**

#### **Recommendation**

We recommended that the District consider implementing the following items to further improve internal controls and operational efficiencies related to revenue management and cash receipts:

Supporting Documentation - All deposits received from the schools should be accompanied by a completed deposit form and supporting documentation (i.e. list of students and amount each paid) in order for the Business Office to determine that the deposit is complete. Additionally, all deposits from the buildings should be sent to the Business Office in a timely manner.

#### **Finding**

This has not been implemented.

#### **District Response**

**The Business Office will continue to work with schools and departments to ensure that underlying cash receipt documentation is complete, reasonable and received in a timely manner, by reviewing supporting documentation over the remainder of the current school year and developing any needed practices.**

Implementation Date: By June 30, 2021.

**EXTRACLASSROOM ACTIVITIES**  
**(Recommendations from the AUP Report dated January 28, 2019)**

**Recommendation**

Club Ledgers and Confirmation of Balances - Establish procedures to require that each club maintain a financial ledger and confirm in writing that ledger with the Central Treasurer at least once during the year and at the end of the year. On a test basis, the Central Treasurer at the HS should compare the deposits and expenses that are recorded to the correct account after the Student Treasurer posts the activity.

**Finding**

Both the HS and MS Central Treasurers plan to confirm balances at year end. However, it is not clear that each club is maintaining a ledger. We recommend that prior to this May, clubs advisors be instructed to prepare ledgers for this year's financial activities.

**District Response**

**The Business Office will convey the auditor's recommendation and finding to those charged with governance over the Extraclassroom Activities and emphasize the need to comply with the recommendation as thoroughly as practical.**

Implementation Date: By June 30, 2021.