



PELHAM UNION FREE SCHOOL DISTRICT

**Corrective Action Plan
Related to:**

**Independent Accountant's Report on Applying Agreed-Upon Procedures:
Purchasing and Staff Attendance Recordkeeping Activities Areas
for the Period July 1, 2018 Through October 31, 2019**

Dated: May 5, 2020

The engagement was performed to review internal controls and operating efficiencies related to recordkeeping activities for purchasing and staff attendance.

**PURCHASING:
Findings, Recommendations and District Response**

Findings

Findings are noted in the attached Independent Accountant's Report on Applying Agreed-Upon Procedures. Recommendations and District Response to findings follows.

Recommendation 1

Confirming Purchase Orders (POs) - We recommend that the District consider a procedure to track confirming (POs). Many Districts use a standard form that the purchaser is required to prepare to document the reason for the confirming PO.

District Response

The District plans to reinstate consistent use of a form sent to District personnel to document the reason for a confirming PO. Further, the District will include this document with a voucher package for review by the Claims Auditor. The Business Office will utilize the Claims Auditor's monthly report to ensure that all confirming POs are supported with an explanation and that the appropriate District personnel are made aware of the issue, with the objective of discouraging repeat issues.

Implementation Date: This has been implemented.

Recommendation 2

Facilities materials - The District should consider whether making purchases at the end of the day and leaving materials in personal vehicles overnight is an acceptable practice.

District Response

The District was aware of this practice with regard to small value items and controls purchase receipts for such items. However, it will evaluate the process and instruct Facilities staff of any change in practice accordingly.

Implementation Date: The District has evaluated this recommendation. No changes are deemed necessary.

Recommendation 3

Contract Support - Many contracts require that the vendor provide proof of insurance or other supporting documentation. We recommend that the District consider developing procedures (using checklists or other means) to help ensure these required documents are in place prior to services being performed.

District Response

The District is developing a checklist and will implement this recommendation, including formalizing instructions for where this information should be filed. The District will continue its practice of not paying vendors until all required supporting documentation for a contract is obtained.

Implementation Date: This has been implemented.

Recommendation 4

Aggregate Purchases - We recommend that the District consider implementing procedures to review aggregate purchases that exceed the bid guidelines to help ensure compliance with GML §103.

District Response

The District follows exhaustive processes to ensure that purchasing is conducted in the most economical manner in accordance with all applicable laws and regulations. As purchases are made during the course of the year, best practices are followed to ensure compliance with GML §103. In response to this recommendation, the District will review its processes to determine if further refinements can be made.

Implementation Date: The District has evaluated this recommendation. No changes are deemed necessary.

Recommendation 5

Wrong Vendor Name – We recommend that the District consider requiring cancellation of Purchase Orders with incorrect vendor names and issuing a correct purchase order.

District Response

The District will implement this recommendation.

Implementation Date: This has been implemented.

**STAFF ATTENDANCE:
Findings, Recommendations and District Response**

Findings

Findings are noted in the attached Independent Accountant’s Report on Applying Agreed-Upon Procedures. Recommendations and District Response to findings follows.

Recommendation 1

Benefits Award - We recommend that the District review the award of benefit time to the custodial staff to ensure it complies with the collective bargaining agreement and/or consider clarifying the contract.

District Response

This matter will be addressed in upcoming contract negotiations.

Implementation Date: By June 30, 2021. The current collective bargaining agreement expires June 30, 2021. The District will incorporate this recommendation during negotiations.

Recommendation 2

Use of AESOP - We recommend the District consider how to efficiently utilize AESOP and departmental calendars to help ensure all benefit time used is ultimately recorded in nVision. This should include reconciliation at the schools and departments prior to submission to the Personnel office so that the full complete package is provided to Personnel.

District Response

The District is working on a plan to implement this recommendation.

Implementation Date: By June 30, 2021.

Recommendation 3

Use of Timepiece - We recommend that the District consider how to utilize the functionality of Timepiece to record partial days off.

District Response

This recommendation is timely and will be considered as the District is currently in the process of expanding usage of Timepiece beyond its present utilization.

Implementation Date: By June 30, 2021.

Recommendation 4

Manual Adjustment - We recommend that the District consider a procedure in which manual adjustments for time awarded and regular time absence recording is reviewed by a second clerk. Criteria should be set regarding the frequency and timing of these reviews.

District Response

As the District expands the use of Timepiece, it will include this recommendation in the guidance given to editors and approvers in the Timepiece system.

Implementation Date: By June 30, 2021.