



MIDLAKES BUSINESS OFFICE

Karl Dubash, Business Administrator

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488, Clifton Springs, NY 14432

PHONE: (315) 548-6430 | FAX: (315) 548-6439

To: Tracy Altman, Board of Education President
From: Karl Dubash, School Business Administrator (Interim Superintendent)
Subject: External Audit Findings and Corrective Action Plan

During the examination of the of the district's regulatory audit for fiscal year ending June 30, 2022, the external auditor noted the following deficiencies. The corrective action necessary to address the deficiencies is listed under the district response section. The audit results were very positive, and the financial condition of the District remains in good overall condition.

Finding – School Lunch Fund

During the course of our examination, we noted that the fund balance in the School Lunch Fund at June 30, 2022 totaled \$596,404. This balance appears to be in excess of the three months average expenditures level recommended by Federal Regulation #7CFR Part 210.09.

Recommendation:

We recommend the District continue to develop the corrective action necessary for compliance with the Federal Regulation.

Response:

The District will work with the New York State Education Department, Office of Child Nutrition to develop a corrective action plan necessary for compliance with the Federal Regulation. The Director of Food Services will be responsible for putting together this plan by June 30, 2023.

Finding – Confirming Orders

Our examination revealed three instances in which the purchase order was dated after the invoice date. Confirming orders should be used only for purchases considered to be emergency in nature.

Recommendation:

We recommend the District continue to make every effort to limit the use of confirming orders to only those purchases which are emergency in nature.

Response:

The District will continue to make every effort to limit the use of confirming orders to only those purchases which are emergency in nature. The Business Administrator will be responsible for monitoring this by June 30, 2023.