

PINE PLAINS CENTRAL SCHOOL DISTRICT

PINE PLAINS, NY 12567-5504

518-398-7181 EXT 1404

FAX 518-398-6592

MEMORANDUM

Date: November 2, 2023
To: Board of Education
From: Laura L Rafferty, Business Official
cc: Dr. Brian Timm, Superintendent
Julia Watson Tomaine, District Clerk
Re: Corrective Action Plan for 22-23 Annual Audit

CORRECTIVE ACTION PLAN

Response to Management Letter of November 1, 2023

Current Year Memorandum Items

Finding #1: Inventory/Supply Control

The School district's bus garage had no system in place to track the bus supplies on hand and what was purchased and used by the bus garage mechanic. The District also had a period of time where the control over the District fuel supply was down and there was no accurate system in place to track the usage. This has since been resolved.

District Response:

The District purchased inventory and vehicle maintenance/service software called Servicefinder in July of 2023. A physical inventory has taken place of parts and supplies. Data entry into the new software is in process. Vehicles have been added to the software program to track time and material for each vehicle as well as inventory control and notifications of vehicle service due dates. The Transportation Dept. will continue throughout the 2023-2024 school year to enter the necessary data and begin using the software as intended.

Finding #2: Time Control

The School District's bus garage staff and supervisors are not signing off on their timecards to support the time and effort spent on the job.

District Response:

The District is aware that this has been an ongoing issue. The District continues to work with the Transportation staff and their union representatives to rectify this situation. A directive in writing to sign time cards has been given to all transportation staff on September 1, 2023 with a full explanation of why they are signing their time cards. We anticipate all transportation employees will sign their time cards for the current 2023-2024 school year and in future years.