

CALEDONIA-MUMFORD CENTRAL SCHOOL

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CORRECTIVE ACTION PLAN FOR THE YEAR ENDED JUNE 30, 2019

The Caledonia-Mumford Central School District has developed a Corrective Action Plan for the control deficiencies outlined in its Management Letter for the year ended June 30, 2019.

School Lunch Procedures

The practice of meal charging will be examined during the 2019-20 school year.

Procurement

The District has implemented several procedures in past years to deal with internal accounting controls. Some changes are that the Superintendent reviews a vendor change report monthly and the Internal Claims Auditor approves all payments. We will continue to review this situation to further enhance internal accounting controls.

Continuing Education

We will examine this area and determine if further adjustments need to be made in internal controls.

Payroll

We will look into reviewing the status of our employees and work to update individuals' withholding status to be in agreement with our accounting software. New W-4 forms are going to have to be on file within the next year and along with that our district will attempt to update all employee withholding forms at that time.

Payroll Supervision

We as a district will review the payroll procedures for approving time cards directly before a holiday break and assure those time cards are approved properly.

Procurement Policy

This item was priced during the capital project. However, we purchased it with general fund monies and should have followed proper quoting procedures. This is an isolated instance and we feel bidding and quoting procedures are followed a majority of the time.

Cyber Risk Management

We have arranged with BOCES to have an audit done of our cyber security in the 2019-2020 school year.

Federal Programs

It is our understanding that BOCES is in development of procedures to be followed to fulfill this suggestion by the Federal government. As a district, we will assess the BOCES guidance and assure our district is in compliance with all requirements.

Terry Hasseler
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