Amherst Central School District

Anthony J. Panella
Superintendent

Melanie A. Conley
School Business Administrator

November 9, 2016

Office of the State Comptroller
Division of Local Government & School Accountability
PSU – CAP Submission
110 State Street, 12th Floor
Albany, NY 12236

Re: Corrective Action Plan
Unit Name: Amherst Central School District
Audit Report Title: Financial Condition
Audit Report Number: 2016M-167

For each recommendation included in the audit report, the following is our corrective actions taken or proposed.

Audit Recommendation:
Conduct a careful and thorough review of the monthly budget status reports and review fund balance projections to develop the ensuing year's budget and to monitor the District's financial condition.

Implementation Plan of Action:
The District Treasurer, Purchasing Agent, Junior Accountant, and Business Administrator will be meeting monthly with the Superintendent to review budget status reports, revenue status reports, cash flow statements, budget transfers, and treasurer reports. After thorough review all of the reports will be presented to the Board of Education for acceptance.

Beginning in February through fiscal year end, monthly fund balance projections will be developed and presented to the Board of Education to aid in the budget development.

Implementation Date:
The above plan of action will be implemented beginning with November 2016 financial reports.

Person Responsible for Implementation:
District Treasurer, Purchasing Agent, Junior Accountant, and Business Administrator

Audit Recommendation:
Ensure that reserve fund balances are maintained at reasonable levels and take appropriate action, in accordance with statute, to reduce reserves with excess funds.

Implementation Plan of Action:
The Board of Education will continue to annually review our reserve plan model. Each reserve will be evaluated on when it was created, purpose, funding methods, acceptable uses, monitoring, and funding level.

Implementation Date:
This was done in October 2016 and will continue each fall.

Person Responsible for Implementation:
Business Administrator and Board of Education

Audit Recommendation:
Restrict the use of reserves to authorized expenditures.

Implementation Plan of Action:
The District has noted the allowable expenditures for each reserve. We will monitor the expenditures processed within these reserves to ensure that they are appropriate. Additionally, our external auditors will audit to ensure appropriateness.

Implementation Date:
This plan will be implemented for the 2016/2017 fiscal year.

Person Responsible for Implementation:
District Treasurer, Business Administrator

The Amherst Central School District appreciates the recommendations made in the Comptroller's audit.

Sincerely,

Anthony J. Panella
Superintendent