Grand Island Central School District Corrective Action Plan
2021 Risk Assessment

For each recommendation included in the Risk Assessment Report, our corrective action(s) is taken or proposed. For recommendations where corrective action has not been taken or proposed, we have included the following explanations.

Area 1: Transportation

Recommendation 1

Audit Recommendation:
We recommend the Head Mechanic calculate an estimate of fuel usage by the District's vehicles on a monthly basis and compare this to the actual usage with a report from the Gas Boy software. This analysis should be reviewed by the Transportation Supervisor.

Implementation Plan of Action(s): The Head Mechanic annually will provide an estimate of fuel usage. Upon month end the estimate created will be compared to actual usage from the Gas Boy Software. The Transportation Supervisor will review and sign this monthly to document review.

Implementation Date:
The complete process will be implemented by 9/30/2022

Person Responsible for Implementation:
Transportation Supervisor and Assistant Superintendent for Business

Area 2: Budget & Budget Monitoring

Recommendation 1

Audit Recommendation:
We recommend that the District consider developing formal written budgeting objectives addressing the replacement of capital assets to be updated on a periodic basis. Formal written objectives will help the process to be consistent each year even if the duties need to be performed by a different employee.

Implementation Plan of Action(s): The Assistant Superintendent will work with department heads to create a list of capital assets and replacement plans. This information will be compiled and be part of the budget process with the Board of Education.

Implementation Date:
The complete process will be implemented by 6/30/2023.

Person Responsible for Implementation:
Assistant Superintendent for School Business and Finance and Board of Education

Recommendation 2

Audit Recommendation:
We recommend that the District prepare Appropriation Status Reports for all funds to be presented to the Board on a monthly basis to ensure the Board and those individuals responsible for controlling appropriations for specific programs are made aware of the budget to actual status and activity running through these other funds.

Implementation Plan of Action(s):
The Appropriation Status Report will be run quarterly. Upon full implementation of 5Cast+ antalytics the Board will receive graphs and charts that take the information provided on the Appropriation Status Report and provide a 5 year review to provide trend spending data.

Implementation Date:
The complete process will be implemented by 9/30/2022

Person Responsible for Implementation:
Assistant Superintendent for School Business and Finance and Treasurer

Area 3: Financial Reporting

Recommendation 1

Audit Recommendation:
We recommend that the monthly bank reconciliations are prepared in a timely manner and are presented to the Board with the Treasurer's Report in a timely manner.

Implementation Plan of Action(s): We are transitioning a new Senior Account Clerk Typist and Treasurer. She is currently working on payroll and her new position. Upon full staffing, these will be completed more promptly.

Implementation Date:
Begin implementation 9/30/2022

Person Responsible for Implementation:
Assistant Superintendent for School Business and Finance and Treasurer

Recommendation 2

Audit Recommendation:
We recommend that the District consider adding a formal cash flow projection to be updated on a periodic basis. A cash flow projection will assist the District in analyzing borrowing and investing options, and improve the District's financial management practices.

Implementation Plan of Action(s): The District has not completed a cash flow projection in the past 15-20 years. The Assistant Superintendent for Business and Finance will utilize a cash flow template to create a cash

flow, and the Treasurer will update this annually for informational purposes. Most districts do not complete these unless they need to do a borrowing for a RAN (revenue anticipated note), but this will be helpful for understanding the high cashflow months and the tighter months of the year.

Implementation Date:
Beginning Immediately: August 31, 2022

Person Responsible for Implementation:
Assistant Superintendent for School Business and Finance and Treasurer

Signed: _____ 6/22/2022
Name: Dr. Rubie R. Harris — Date
Assistant Superintendent for School Business