



William Floyd Union Free School District

**Annual Risk Assessment Update
Pertaining to the Internal Controls
of District Operations**

June 2024

**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

The Board of Education
William Floyd Union Free School District

We have performed the procedures enumerated below, agreed to by the William Floyd Union Free School District (the "District"), solely to assist the District. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We have updated our June 2023 Risk Assessment by performing certain internal audit procedures pertaining to the time period starting July 1, 2023 through June 30, 2024. The updated Risk Assessment and related internal audit plan concentrates on the following key internal control areas:

- Governance and Planning
- Budget Development
- Accounting and Reporting
- Revenue and Cash Management
- Grants
- Payroll
- Human Resources
- Benefits
- Purchasing and Related Expenditures
- Facilities Maintenance
- Capital Projects
- Fixed Assets
- Food Service
- Extraclassroom Activity Fund
- Information Systems
- Cybersecurity
- Student Data Management
- Pupil Personnel Services
- Transportation
- Security and Safety
- Insurance / Risk Management

Our engagement is limited in scope and will be confined to our agreed-upon procedures. We will not be conducting an audit or review of the District's financial statements, and therefore, we will not express an opinion or any other form of assurance on them.

At the end of our engagement, we will present the results of applying the agreed-upon procedures in the form of our findings in a report. Our accountants' report should be used only for the intent of the original users of this report and will include a statement indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. As such, using this report for anything other than the original intent of the agreed-upon procedures could mislead the readers. You must notify us immediately if the original users of the report change.

Very truly yours,

Nawrocki Smith LLP
September 26, 2024



William Floyd Union Free School District

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William Floyd Union Free School District
Annual Risk Assessment
June 2024

RISK ASSESSMENT OVERVIEW

This Risk Assessment report provides a presentation of our view of the school district's risk pertaining to its financial operations. It gives the District's administration the information necessary to help optimize its overall performance. The report identifies, expresses, and prioritizes the key program risks so that the District's administration can focus on those areas most critical to its success. This analysis is used to define the District's risk profile. It will provide an overview of the risks facing the District's operations.

In accordance with the laws of New York, 2005, Chapter 263, all school districts and BOCES were required to establish an internal audit function no later than July 1, 2006 and be in operation no later than December 31, 2006. This function should include, at a minimum, the development of a risk assessment of district operations, including but not limited to the following:

- A review of financial policies, procedures, and practices.
- An annual review and update of such risk assessment.
- Annual testing and evaluation of one or more areas of the District's internal controls.
- Preparation of reports that analyze significant risk assessment findings.
- Recommended changes for strengthening controls, reducing identified risk, and specifying time frames for implementing such recommendations.

Pursuant to Section 170.12 – Regulations of the Commissioner of Education – School District Financial Accountability, each school district must prepare a corrective action plan, approved by the Board of Education in response to findings of final reports issued by the internal auditor. This plan should include expected dates of implementation and should be filed with the New York State Education Department.

INTERNAL AUDIT OBJECTIVES

The objectives of our engagement are as follows:

- Develop an understanding of the critical business processes of the District within each functional area.
- Identify and qualify risks based on the understanding of the business processes and stated business rules.
- Identify stated controls that are currently in place to address those risks and ascertain if they are operating effectively.
- Recommend improvements in internal controls.

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SCOPE AND METHODOLOGY

The Board of Education has engaged Nawrocki Smith as the District's internal auditor. In compliance with New York State Laws, we have performed an annual update to the District risk assessment with respect to policies, procedures, and internal controls pertaining to District operations. The procedures applicable to the annual update of the District's risk assessment were performed during the twelve months ending June 2024 and were carried out in order to determine an internal audit plan for the fiscal year 2024/2025 and thereafter. This risk assessment will be updated annually to reflect any changes in the current control environment and the existing internal audit plan.

Our risk assessment consisted of the following methodology:

- Perform interviews with administration and other appropriate personnel.
- Document procedures within key Functional Areas.
- Identify key controls and perform audit tests of those controls.
- Assess the effectiveness of the key controls.
- Identification and review of organization structure.
- Analysis of risks that are a threat to the achievement of objectives.
- Create a risk profile and internal audit plan.

In addition to the above procedures, we have also evaluated and considered the following within our overall risk assessment:

- District policies and procedures.
- Recent focus of State Comptroller Audits.
- Board of Education/Audit Committee Meetings.
- Materiality to Financial Statements.
- Changes in management or key personnel.
- Financial reports provided to the Board.
- External auditor management letters.
- District corrective action plans.
- Organizational chart and job descriptions.

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INTERNAL AUDIT RISK ASSESSMENT UPDATE SUMMARY

We have analyzed twenty-one (21) Business Process areas within the District and have developed an internal audit plan based on our assessment of each area. Each of the twenty-one (21) Business Processes contains multiple categories for which an extensive cycle analysis will be performed during the proposed period noted within the risk rating and internal audit plan. The plan, as presented, will be revised each year based on the annual risk assessment update and events/requests that occur during the year, which impact the priority of future internal audit services.

The results of our initial risk assessment are summarized below and in the tables presented on pages 5 through 7. We have utilized a “Low,” “Moderate,” and “High” control risk rating assessment scale of the organization.

CURRENT YEAR RATINGS		CHANGE FROM PRIOR YEAR	
Rating	2023/2024	Category (*)	Count
High	- 0.00%	“High” to “Low”	- 0.00%
Moderate	7 7.61%	“High” to “Moderate”	- 0.00%
Low	85 92.39%	“Moderate” to “Low”	5 62.50%
Total	92 100.00%	“Low” to “Moderate”	3 37.50%
		“Moderate” to “High”	- 0.00%
		Total	8 100.00%

Our June 2024 risk assessment update contains five (5) recommendations, as follows:

Business Process	Recommendation(s)
Revenue & Cash Management	2
Human Resources	1
Purchasing & Related Expenditures	1
Fixed Assets	1
Total	5

The status of the prior risk assessment recommendations is summarized as follows:

	Complete	In-Process	Not Started	Total
Recommendations	2	-	2	4

Based on the work performed and discussion with the District, we have summarized below the internal audit plan for the fiscal year 2024/2025:

2024/2025 Cycle Review	Other 2024/2025 Internal Audit Services
• Human Resources & Business Office Position Review	• Mid-Year Internal Audit Status Report
	• Facilities Staffing Analysis
	• Cybersecurity NIST Monitoring
	• Scholarship Cycle Recommendations Follow-Up
	• Key Control Testing (See Pages 5-7)
	• External Audit Corrective Action Plan Monitoring
	• Annual Risk Assessment Update as of June 2025
	• Other Internal Audit Services at the request of the District

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Risk Rating and Internal Audit Plan

√ = Internal Audit Services Provided
★ = Business Cycle Review Complete

X = Proposed Business Cycle Review
T = Proposed Key Control Testing

	Business Process	Business Process Categories	RISK			YEAR OF SERVICE		
			Inherent	Control		Prior	24-25	Subsequent
				22-23	23-24			
1	Governance and Planning	1 Governance Environment	H	L	L			X
		2 Control Environment / Policies & Proc.	H	L	L	★	X	
2	Budget Development	3 Budget Development	H	L	L			X
		4 Budget Monitoring & Reporting	H	L	L	√		X
3	Accounting & Reporting	5 Financial Accounting and Reporting	H	L	L	√		X
		6 External/Internal/Claims Auditing	H	M	L	√		X
		7 Fund Balance Management	H	L	L	★		
4	Revenue and Cash Management	8 Real Property Tax	M	L	L	★		
		9 State Aid	H	L	L	★		
		10 Out of District Tuition/Reimb. Exp.	M	L	L	★		
		11 Use of Facilities	L	L	L	★		
		12 Donations	M	L	L	★		
		13 Vending Machines	H	L	L	★		
		14 Cash Receipts	H	L	M	★	X	
		15 Cash & Investment Management	H	L	L	★		
		16 Petty Cash	L	L	L	★		
		17 Bank Reconciliations	H	L	L	★		
		18 Online Banking	H	L	L	★		
19 Accounts Receivable	H	L	L	★	T			
5	Grants	20 General Processing	H	L	L	★		
		21 Grant Application	M	L	L	★		
		22 Allowable Costs & Expenditures	H	L	L	★		
		23 Monitoring	M	L	L	★		
		24 Reporting	H	L	L	★		
6	Payroll	25 Payroll Disbursements	H	L	L	★	T	
		26 Overtime Reporting	H	L	L	★		
		27 Payroll Accounting & Reporting	H	L	M	★		
		28 Payroll Tax Filings	H	L	L	★		
		29 Payroll Reconciliation	H	L	L	★		
7	Human Resources	30 Employment Requisition/Hiring	H	M	L	★		
		31 Personnel Evaluation	H	L	L	★	T	
		32 Termination	H	L	L	★		
		33 Employee Attendance	H	L	L	★		

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Risk Rating and Internal Audit Plan (Continued)

√ = Internal Audit Services Provided	X = Proposed Business Cycle Review
★ = Business Cycle Review Complete	T = Proposed Key Control Testing

	Business Process	Business Process Categories	RISK			YEAR OF SERVICE		
			Inherent	Control		Prior	24-25	Subsequent
				22-23	23-24			
8	Benefits	34 Eligibility	H	M	M	★		
		35 Benefit Calculations	H	M	L	★		
		36 Patient Protection & Affordable Care	H	L	L	★		
		37 Retiree Benefits	H	L	L	★		
		38 ERS/TRS	H	L	L	★		
9	Purchasing and Related Expenditures	39 PO System & Vendor Database	H	L	L	★	T	
		40 Purchasing Process	H	L	L	★		
		41 Payment Processing	H	L	M	★		
		42 Employee Reimbursements	H	L	L	★		
		43 Credit Cards	H	L	L	★		
10	Facilities Maintenance	44 Facilities Maintenance/Work Orders	H	M	L	★		
		45 Staff Supervision	M	L	L		X	X
		46 Preventive Maintenance	M	L	L			X
		47 Coordination with Outside Vendors	M	L	L			X
11	Capital Projects	48 Construction Planning & Monitoring	H	L	L	★		
		49 Capital Project Funding & Payments	M	L	L	★		
		50 Recordkeeping & Reporting	M	L	L	★		
12	Fixed Assets	51 Inventory/ Capitalization Policy	H	L	L	★		
		52 Acquisition and Disposal	H	L	L	★		
		53 Inventory Process & Recordkeeping	H	M	M	★	T	
13	Food Service	54 Sales Cycle and System	M	L	L	★		
		55 Inventory and Purchasing	M	L	L	★		
		56 Free & Reduced Meals	M	L	L	★		
		57 Federal and State Reimbursement	H	L	L	★		
		58 Financial Reporting & Monitoring	H	L	L	★		
14	Extraclassroom Activity Fund	59 General Controls	H	M	L	★		
		60 Revenue	H	L	L	★		
		61 Expenditures	M	L	L	★		
		62 Reporting	M	M	M	★		

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Risk Rating and Internal Audit Plan (Continued)

√ = Internal Audit Services Provided	X = Proposed Business Cycle Review
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	Business Process	Business Process Categories	RISK			YEAR OF SERVICE		
			Inherent	Control		Prior	24-25	Subsequent
				22-23	23-24			
15	Information System	63 Governance	H	L	L	★		
		64 Inventory	H	L	L	★		
		65 Network Security	H	L	L	★		
		66 Application Security	H	L	L	★		
		67 Physical Security	H	L	L	★		
		68 Disaster Recovery	H	L	L	★		
16	Cybersecurity	69 General Controls	H	L	L	★	T	
		70 Information & Asset Security	H	L	L	★	T	
		71 Vulnerability Assessment	H	L	L	★	T	
		72 Incident Response & Recovery	H	L	L	★	T	
17	Student Data Management	73 Registration & Enrollment	H	L	L	★		
		74 Student Attendance	H	L	L	★		
		75 Student Performance	H	L	L	★		
		76 Student Eligibility	H	L	L	★		
18	Pupil Personnel Services	77 Budgeting and Planning	H	L	L	★		
		78 STAC Reimbursement	H	L	L	★	T	
		79 Medicaid Reimbursement	H	L	L	★		
		80 RFP and Contracts	H	L	L	★		
19	Transportation	81 Fleet Inventory and Maintenance	H	L	L	★		
		82 Bus Routing and Planning	H	M	M	★		
		83 Labor and Supervision	H	L	L	★		
		84 Contract Management	H	L	L	★		
		85 Federal and State Reimbursement	H	L	L	★		
20	Safety & Security	86 Plan Development & Strategy	H	L	L	√		X
		87 Building Access & Security System	H	L	L			X
		88 Compliance and Incident Reporting	H	L	L	√		X
		89 Safety & Security Monitoring	H	L	L			X
21	Insurance / Risk Management	90 General	H	L	L			X
		91 Policy Management	H	L	L			X
		92 Claims Reporting	H	L	L			X

Inherent Risk - Inherent risk pertains to the overall school district industry. Inherent risk is the risk of a material misstatement that may occur assuming the absence of internal controls.

Control Risk - Control risk pertains specifically to the William Floyd Union Free School District. Control risk is the risk that a material misstatement will not be detected and corrected by Management's internal controls on a timely basis.

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RISK ASSESSMENT OBSERVATIONS AND RECOMMENDATIONS

Current Year Observations and Recommendations

Revenue & Cash Management

1. Although the District had received pledges, it did not have sufficient funds to cover the scholarship payments at the time of the awards. The District collected the remaining funds and disbursed them to the students subsequent to the award date. It was represented that there were instances where scholarship checks were prepared and dated for the award night but were maintained in the safe until the funds were confirmed. It was also represented that while students can apply for scholarships from October through January, the District has not established deadlines for when sponsors must secure the scholarship funds. The lack of clear sponsor deadlines resulted in delayed payments and challenges in following up with sponsors and maintaining documentation.

➤ *The District should modify its existing procedures and mandate that scholarships are only awarded if funds are confirmed to be available and earmarked for that purpose. To accomplish this, the District should establish a fundraising and fund collection timeline before the award date. We recommend collecting all scholarship funds by the end of January to confirm the funds are available before the awarding process begins. During the months of February and March, the District should finalize the awards based on the total amount collected by the deadline and notify recipients. Throughout the school year, the District should continue fundraising but allocate funds received after January 31 toward the next scholarship cycle. This will assist the District in developing an accurate budget for awards and making timely disbursement of scholarship funds.*

2. We analyzed the Districts scholarship activities and balances as of November 2023 and made the following observations and recommendations:

- Certain scholarship accounts had collection and disbursement activities, ending with negative balances.
- Certain scholarship accounts had collection and disbursement activities, ending with positive balances.
- Certain scholarship accounts did not have financial activity but had remaining balances. It was represented that the District did not maintain adequate sponsor and recipient contact information to follow up and did not have a formalized process to reallocate dormant funds.

➤ *The District should investigate the scholarship accounts with negative ending balances to identify the cause of overspending. The District should implement controls to prevent scholarships from incurring negative balances by setting alerts for low balances and reviewing the scholarship awards prior to the award date.*

The District should evaluate whether the remaining funds for the scholarships with positive ending balances can be utilized effectively within the current period or if they should be carried forward to the following scholarship cycle. The District should monitor the collection and disbursement activities of scholarships and perform monthly reconciliations to detect and address any discrepancies in a timely manner.

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The District should develop procedures for identifying and monitoring dormant scholarships. This should include defining when a scholarship can be deemed dormant if it shows no financial activity (e.g., One (1) year), developing guidelines for reallocating or reactivating these funds that comply with any earmarked conditions, and maintaining up-to-date sponsor and recipient contact information.

Human Resources

3. It is current practice for instructional employees to utilize the Frontline Absence Management system to request and approve their leave days. However, non-instructional employees are required to use manual leave request forms. Relying on the manual leave request forms creates a risk of errors and delays in processing.
 - *The District should consider the cost-benefit of extending the use of the Frontline Absence Management system to non-instructional employees. This will assist the District in implementing a standardized process and improve the efficiency and accuracy of attendance reporting.*

Purchasing and Related Expenditures

4. The District has implemented positive pay on the payroll bank accounts with the exception of the general, cafeteria, and federal fund bank accounts.
 - *The District should implement positive pay fraud detection services for all bank accounts, including general, cafeteria, and federal funds. This will assist the District in protecting its bank accounts against forged, altered, and counterfeit checks.*

Fixed Assets

5. The District's Board Policy 5620 - Inventories states that fixed assets with a minimum value of \$500 that have a useful life of one (1) year or more shall be inventoried and recorded annually.
 - *The District should consider updating its Board Policy 5620 - Inventories to reflect its current inventory value mix and increase the \$500 threshold to an inventory dollar value that meets its objectives. (i.e., \$4,000 or \$5,000). The District should consider revising its policy to clarify the procedures for tagging fixed assets based on the new threshold for inventory purposes.*

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Status of Prior Year Risk Assessment Recommendations

We have performed follow-up internal audit services applicable to our previously issued risk assessment update report dated June 2023. The services we performed included observing and evaluating the implementation status of the District’s action plan in respect to our prior risk assessment recommendations. The June 2023 risk assessment update identified four (4) recommendations within four (4) distinct areas. The status of the prior risk assessment recommendations is summarized as follows:

<u>Business Process</u>	<u>Complete</u>	<u>In-Process</u>	<u>Not Started</u>	<u>Total</u>
Human Resources	1	-	-	1
Facilities Maintenance	1	-	-	1
Fixed Assets	-	-	1	1
Transportation	-	-	1	1
Total	2	-	2	4

Human Resources

- The Human Resources Department should utilize the District's financial application to account for position identification numbers, names, groups, departments, start and end dates, full-time or part-time statuses, vacancies, certification requirements, budget accounts, and occupancy history. This will assist the District in increasing its oversight over managing employee positions and reduce the risk of data entry errors.

Status as of June 2024: Complete

Facilities

- The Facilities Director should actively monitor and inspect completed work orders pertaining to repairs related to the health and safety of students, employees, and visitors.

Status as of June 2024: Complete

Fixed Assets

- The District should designate an employee to perform a periodic fixed asset inspection during the year to verify whether control procedures are followed and that fixed assets are properly safeguarded. A comparison of physical inspections to property records will identify missing equipment, equipment disposed of without authorization, and untagged equipment.

Status as of June 2024: Not Started

Transportation

- The Transportation Department should explore the software capabilities in Transfiner to implement strong password policies and password change frequencies to avoid the usage of the same password for an extended period of time. This will reduce the risk of unauthorized access to the bus routing system and student information.

Status as of June 2024: Not Started

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EXHIBITS

Exhibit I History of Internal Audit Services

Exhibit II Internal Audit Plan for 2024/2025



William Floyd School District
History of Internal Audit Services

◇ = Risk Assessment Complete ★ = Business Cycle Review Complete
 ✓ = Limited Testing on Business Process Provided ◆ = Special Request Services Provided

		YEAR OF SERVICE																		
Business Process	Business Process Categories	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24		
	Risk Assessment	Risk Assessment	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇		
1	Governance and Planning	Governance Environment																		
		Control Environment / Policies & Proc.																		
		Cell Phone Policy Review										◆								
		Businss Office Procedural Manual					◆	◆												
		Conflict of Interest Polices/Procedures						◆							◆					
		Teacher Center				◆														
2	Budget Development	Budget Development																		
		Budget Monitoring & Reporting	✓	✓	✓	✓	✓				✓			✓						
3	Accounting & Reporting	Financial Accounting and Reporting	✓	✓	✓	✓	✓				✓									
		External/Internal/Claims Auditing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
		Fund Balance Management					✓								◆					
		State Comptroller's Audit Follow Up			✓	✓						✓								
4	Revenue and Cash Management	Real Property Tax									★									
		State Aid									★									
		Out of District Tuition/Reimb. Exp.					✓				★									
		Use of Facilities							✓		★									
		Donations		✓	✓	✓		✓			★									
		Vending Machines					✓				★									
		Cash Receipts									★									
		Cash & Investment Management					✓				★									
		Petty Cash			✓	✓					★									
		Bank Reconciliations	✓	✓	✓	✓	✓		✓		★									
		Online Banking									★									
		Accounts Receivable									★									
		District Safe Audit		✓		✓				★										
		Scholarship Analysis																★		
5	Grants	General Processing				★											★	✓		
		Grant Application				★			✓									★		
		Allowable Costs & Expenditures				★													★	
		Monitoring				★													★	



William Floyd School District
History of Internal Audit Services

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Business Process	Business Process Categories	YEAR OF SERVICE																
		07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
	Reporting				★												★	
6	Payroll Disbursements	★	★	✓	✓		✓				✓						★	
	Overtime Reporting	★	★									✓					★	
	Payroll Accounting & Reporting	★	★														★	
	Payroll Tax Filings	★	★														★	
	Payroll Reconciliation	★	★														★	
	Duplicate Payment Analysis								◆									
	Payroll Payout Audit				◆													
	Tax Benefit Research					◆												
Timesheet Review										◆								
7	Human Resources				✓		★			✓								
	Employment Requisition/Hiring				✓		★			✓								
	Personnel Evaluation						★											
	Termination				✓		★											
	Employee Attendance			✓	✓		★	◆				◆						
	Employee Step Level Verification		◆															
Employee Credentialing		◆											◆					
8	Benefits						★										◆	
	Eligibility						★										◆	
	Benefit Calculations						★				✓						◆	
	Patient Protection & Affordable Care Act									✓								
	Retiree Benefits						★											
	ERS/TRS						★											
	Medicaid Reimbursement						★				✓							
	Retirement Payout Audits		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Employee Salary/Benefits Comparison							◆										
Island Group Benefit Administration Analysis										◆								
Superintendent Attendance/Expense Reimbursement						◆	◆											
9	Purchasing and Related Expenditures		◆			◆							★					
	PO System & Vendor Database		◆			◆							★					
	Purchasing Process			✓					✓				★					
	Payment Processing												★					
	Employee Reimbursements												★					
Credit Cards								✓				★				✓		



William Floyd School District
History of Internal Audit Services

◇ = Risk Assessment Complete ★ = Business Cycle Review Complete
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Business Process	Business Process Categories	YEAR OF SERVICE																
		07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
10	Facilities Maintenance	Facilities Maint. & Work Order Proc.				★					✓			✓				
		Custodial Overtime & Training																
		Preventive Maintenance																
		Coordination with Outside Vendors																
		Analysis of Facilities Clerk Duties							◆									
11	Capital Projects	Construction Planning & Monitoring				★												
		Capital Project Funding & Payments				★												
		Recordkeeping & Reporting				★												
12	Fixed Assets	Inventory/ Capitalization Policy		★														
		Acquisition and Disposal		★	✓		✓											
		Inventory Process & Recordkeeping		★	✓		✓		✓				✓					
13	Food Service	Sales Cycle and System				★												
		Inventory and Purchasing				★					✓							
		Free & Reduced Meals				★												
		Federal and State Reimbursement				★												
		Financial Reporting & Monitoring				★							✓					
14	Extraclassroom Activity Fund	General Controls		★	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	
		Revenue	✓	★	✓	✓	✓		✓									
		Expenditures		★			✓		✓									
		Reporting		★														
		Analysis of Sports Camp					◆											
15	Information System	Governance										★						
		Inventory										★						
		Network Security										★						
		Application Security					✓					★						
		Physical Security					★					★						
		Disaster Recovery				◆	◆		◆			★						
16	Cybersecurity	General Controls													★	✓	✓	
		Information & Asset Security							★						★	✓	✓	
		Vulnerability Assessment													★	✓	✓	
		Incident Response & Recovery													★	✓	✓	



William Floyd School District
History of Internal Audit Services

◇ = Risk Assessment Complete ★ = Business Cycle Review Complete
 ✓ = Limited Testing on Business Process Provided ◆ = Special Request Services Provided

		YEAR OF SERVICE																	
Business Process	Business Process Categories	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
17	Student Data Management	Registration & Enrolment										✓			★				
		Student Attendance														★			
		Student Performance														★			
		Student Eligibility														★			
18	Pupil Personnel Services	Budgeting and Planning			★														
		STAC Reimbursement			★						✓								
		Medicaid Reimbursement			★														
		RFP and Contracts			★														
19	Transportation	Fleet Inventory and Maintenance													★				
		Bus Routing and Planning														★			
		Labor and Supervision							✓							★			
		Contract Management														★			
		Federal and State Reimbursement										✓				★			
20	Safety & Security	Plan Development & Strategy							✓										
		Building Access & Security System																	
		Compliance and Incident Reporting																	
		Safety & Security Monitoring																	
21	Insurance / Risk Management	Actuary & Underwriting																	
		Policy Management																	
		Claims Reporting																	



William Floyd School District

2024/2025 INTERNAL AUDIT PLAN

**(Based upon June 2024 Risk Assessment Update)
Exhibit II**

Cycle Reviews (Selection of One Area)

Status

- Human Resources & Business Office Position Review Planned for Nov-24

Key Control Testing Areas

Status

- Accounts Receivable Planned for Jan-25
- Payroll Disbursements Planned for Jan-25
- Personnel Evaluation Planned for Jan-25
- PO System & Vendor Database Planned for Jan-25
- Inventory Process and Recordkeeping Planned for Jan-25
- STAC Reimbursement Planned for Jan-25

Additional Internal Audit Services

Status

- Annual Risk Assessment Update as of June 2024 Draft Complete
- Retirement and Severance Payout Monitoring As Requested
- Facilities Staffing Analysis Planned for Nov-24
- Scholarship Cycle Recommendations Follow-up Planned for Dec-24
- Cybersecurity NIST Monitoring Planned for Feb-25
- External Audit 23/24 Corrective Action Plan Monitoring Planned for Jul-25
- Annual Risk Assessment Update as of June 2025 Planned for Jul-25
- Other Internal Audit Services at the Request of the District As Requested