



William Floyd Union Free School District

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

June 2023

**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 2022 Risk Assessment by performing certain internal audit procedures pertaining to the time period starting July 1, 2022 through June 30, 2023. 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
April 8, 2024



William Floyd Union Free School District

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

June 2023

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William Floyd Union Free School District
Annual Risk Assessment
June 2023

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, 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 to 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 2023 and were carried out in order to determine an internal audit plan for the fiscal year 2023/2024 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 of 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.

William Floyd Union Free School District
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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 time 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.

<u>CURRENT YEAR RATINGS</u>		<u>CHANGE FROM PRIOR YEAR</u>	
<u>Rating</u>	<u>2022/2023</u>	<u>Category (*)</u>	<u>Count</u>
High	- 0.00%	“High” to “Low”	- 0.00%
Moderate	9 9.78%	“High” to “Moderate”	- 0.00%
Low	83 90.22%	“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 2023 risk assessment update contains four (4) recommendations, as follows:

<u>Business Process</u>	<u>Recommendation(s)</u>
Human Resources	1
Facilities	1
Fixed Assets	1
Transportation	1
Total	4

The District has acted on the seven (7) prior risk assessment report recommendations, as follows:

	<u>Complete</u>	<u>In-Process</u>	<u>Not Started</u>	<u>Total</u>
Recommendations	3	2	2	7

Based on the work performed and discussion with the District, we have summarized below areas we recommend the District consider for the selection of one (1) intensive cycle analysis to be performed during the fiscal year 2023/2024:

<u>2023/2024 Cycle Reviews (Selection of One Area)</u>	<u>Other 2023/2024 Internal Audit Services</u>
• Safety & Security	• Mid-Year Internal Audit Status Report
• Insurance/Risk Management	• External Audit Corrective Action Plan Monitoring
• Fixed Assets	• Annual Risk Assessment Update as of June 2024
	• Other Internal Audit Services at the Request of the District
	• Cybersecurity NIST Gap Analysis Follow Up Procedures
	• Analysis of Benefits Enrollment and Calculations

William Floyd Union Free School 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	23-24	Subsequent
				21-22	22-23			
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	√	T	X
3	Accounting & Reporting	5 Financial Accounting and Reporting	H	L	L	√	T	X
		6 External/Internal/Claims Auditing	H	M	M	√		X
		7 Fund Balance Management	H	L	L	★		X
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	L	★	T	
		15 Cash & Investment Management	H	L	L	★		
		16 Petty Cash	L	L	L	★		
		17 Bank Reconciliations	H	L	L	★	T	
		18 Online Banking	H	L	L	★		
19 Accounts Receivable	H	L	L	★				
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	★		
		26 Overtime Reporting	H	L	L	★		
		27 Payroll Accounting & Reporting	H	M	L	★		
		28 Payroll Tax Filings	H	L	L	★		
		29 Payroll Reconciliation	H	L	L	★		
7	Human Resources	30 Employment Requisition/Hiring	H	M	M	★		
		31 Personnel Evaluation	H	L	L	★		
		32 Termination	H	L	L	★		
		33 Employee Attendance	H	L	L	★		

William Floyd Union Free School District
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June 2023

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	23-24	Subsequent
				21-22	22-23			
8	Benefits	34 Eligibility	H	M	M	★	X	
		35 Benefit Calculations	H	M	M	★	X	
		36 Patient Protection & Affordable Care Act	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	★		
		40 Purchasing Process	H	L	L	★		
		41 Payment Processing	H	M	L	★		
		42 Employee Reimbursements	H	L	L	★		
		43 Credit Cards	H	L	L	★		
10	Facilities Maintenance	44 Facilities Maintenance/Work Orders	H	M	M	★		X
		45 Staff Supervision	M	L	L			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	★	X	
		52 Acquisition and Disposal	H	L	L	★	X	
		53 Inventory Process & Recordkeeping	H	L	M	★	X	
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	M	★		
		60 Revenue	H	L	L	★		
		61 Expenditures	M	L	L	★		
		62 Reporting	M	L	M	★		

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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	23-24	Subsequent
				20-21	21-22			
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	M	L	★	T	
		70 Information & Asset Security	H	M	L	★	T	
		71 Vulnerability Assessment	H	L	L	★	T	
		72 Incident Response & Recovery	H	L	L	★	T	
17	Student Data Management	73 Registration & Enrolment	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	★		
		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	L	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	M	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.

William Floyd Union Free School District
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RISK ASSESSMENT OBSERVATIONS AND RECOMMENDATIONS

Current Year Observations and Recommendations

Human Resources

1. The Human Resources Department does not utilize the District's financial and human resources application, nVision, and relies on a manual process to account for and manage employee positions, count, salaries, and appointment dates at the building and department levels. This creates a risk of not accurately budgeting personnel costs and not effectively utilizing resources or planning staffing needs at the building level.
 - *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.*

Facilities

2. The Facilities Department does not have a formal process to inspect in a consistent manner the completed work orders and ensure the work was adequately and appropriately performed.
 - *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.*

Fixed Assets

3. The District does not conduct periodic physical observations of the fixed assets to ascertain their existence.
 - *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.*

Transportation

4. It was represented that the District has not established password change frequency requirements within the bus routing application, Transfinder. This creates a risk as unauthorized users can easily guess the user passwords to access student personal identifiable information.
 - *The Transportation Department should explore the software capabilities in Transfinder 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.*

William Floyd Union Free School District
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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 2022. 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 2022 risk assessment update identified seven (7) recommendations within seven (7) distinct areas. The District has completed or taken action on the seven (7) recommendations as follows:

<u>Business Process</u>	<u>Complete</u>	<u>In-Process</u>	<u>Not Started</u>	<u>Total</u>
Accounting & Reporting	-	1	-	1
Human Resources	1	-	-	1
Benefits	-	1	-	1
Facilities Maintenance	1	-	-	1
Extraclassroom Activity Fund	-	-	1	1
Cybersecurity	1	-	-	1
Safety & Security	-	-	1	1
Total	3	2	2	7

Accounting & Reporting

- According to the Office of State Comptroller's School District Website Transparency guidelines, the Business Office should post the District's annual internal audit reports and corrective action plan on the District's website. This will assist the District in its efforts to communicate its financial information to the public.

Status as of June 2023: In Process

Human Resources

- The District should consider providing training to the Human Resources Department to utilize the position control function in nVision. Position control tables can benefit the Human Resources Department and Business Office in identifying any vacant positions by department and buildings for contractual and annualized employees and managing the start and end dates of their appointments when an employee changes a building. This will assist the Human Resources Department and Business Office improve its oversight controls of the District's employee headcount for budget development purposes.

Status as of June 2023: Complete

Benefits

- The Health Benefits Coordinator should reconcile the benefits census reports provided by the health insurance carriers to the nVision employee benefits and deduction reports. The reconciliation process should include reviewing the coverage's start and end dates for active and retired employees and their dependents. Any benefits coverage terms and premiums changes should be investigated, and supporting documentation should be obtained. The review results should be documented and communicated to the Assistant Superintendent for Business and the Assistant Superintendent for Human Resources.

Status as of June 2023: In-Process

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Facilities Maintenance

- We recommend the Facilities Department explore the software capabilities in HIPPO and develop a monthly reporting process for the building level Supervisors/Staff to submit documentation and information regarding the status of open work orders. This will assist the Facilities Department in monitoring outstanding work orders and managing its workload and personnel in an efficient manner. This will increase the District's internal controls over its resources and work order system.

Status as of June 2023: Complete

Extraclassroom Activity Fund

- According to the NYSED Extraclassroom Activity Fund guidelines, the District should appoint a Faculty Auditor to review all Extraclassroom Activity Fund transactions to ensure that all collections and disbursements are supported, approved, and processed accurately. The Faculty Auditor should be an individual distinct and separate from other appointed officers. The Faculty Advisor should reconcile monthly The Central Treasurer and Club Advisors' ledgers to ensure they are complete and accurate. This will enhance the District's oversight of internal controls over the Extraclassroom Activity Fund and ensure compliance with State Education Guidelines.

Status as of June 2023: Not Started

Cybersecurity

- We recommend that the Information Technology Department develop documented procedures regarding inventory and controls of hardware and software assets, data protection, secure configuration of enterprise assets and software, continuous vulnerability management, and audit log management. Such a process manual will allow for an annual internal review of processes and serve as a training document for the department.

Status as of June 2023: Complete

Safety & Security

- The District should consider having its internal auditors perform a complete reconciliation of the building access records to the nVision active employee directory to confirm that only current active employees have access to District buildings.

Status as of June 2023: Complete

EXHIBITS

Exhibit I History of Internal Audit Services

Exhibit II Internal Audit Plan for 2023/2024



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		
	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		✓		✓					★								
5	Grants	General Processing				★											★		
		Grant Application				★			✓									★	
		Allowable Costs & Expenditures				★												★	
		Monitoring				★												★	
		Reporting				★												★	



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History of Internal Audit Services

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		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	
6	Payroll	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

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		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	
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

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 ✓ = 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	
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

2023/2024 INTERNAL AUDIT PLAN

**(Based upon June 2023 Risk Assessment Update)
Exhibit II**

Cycle Reviews (Selection of One Area)

Status

- Safety & Security
- Insurance Risk Management
- Fixed Assets

Planned for Nov-23

Key Control Testing Areas

Status

- Budget Transfers
- Journal Entries
- Cash Receipts
- Bank Reconciliations

Planned for Jan-24
Planned for Jan-24
Planned for Jan-24
Planned for Jan-24

Additional Internal Audit Services

Status

- Annual Risk Assessment Update as of June 2023
- Retirement and Severance Payout Monitoring
- Analysis of Benefits Enrollment and Calculations
- Cybersecurity NIST Gap Analysis Follow Up Procedures
- External Audit 22/23 Corrective Action Plan Monitoring
- Annual Risk Assessment Update as of June 2024
- Other Internal Audit Services at the Request of the District

Draft Complete
As Requested
Planned for Nov-23
Planned for Dec-23
Planned for Jul-24
Planned for Jul-24
As Requested