NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT
Academics Commitment Excellence
11631 SALTER-COLVIN ROAD WOLCOTT, NEW YORK 14590 P. 315.594.3141 F. 315.594.2352

Andrew J. DiBlasi
Director of Business
Operations and Finance

Michael L. Pullen
Superintendent of Schools

Megan C. Paliotti
Assistant Superintendent
for Instruction and School Improvement

TO: Mr. Michael Pullen, Superintendent
Board of Education

FROM: Andrew J. DiBlasi, Director of Business Operations and Finance

SUBJECT: Corrective Action Plan (CAP) in Response to Audit Management Letter for Year Ending June 30, 2024

DATE: November 6, 2024

We have recently received our audit of the 2023-24 Basic Financial Statements along with their letter "Communicating Internal Control Related Matters" from our independent auditor, Mengel, Metzger, Barr & Company LLP (MMB). The auditors' findings have been noted below followed by the district response.

Finding: School Lunch Fund –

Federal Regulations #7 CFR Part 210.14(b) recommends the fund balance of the School Lunch fund not exceed three months average expenditures. As of June 30, 2024, the fund balance of the District's School Lunch Fund totaled $621,403 and exceeded three months average expenditures.

We recommend the District continue to closely monitor the School Lunch program and make every effort to comply with the Federal Regulations.

Corrective Action Planned: *The District will continue to monitor the fund balance of the School Lunch Program. The continued increase in food and labor costs will be an ongoing concern for the program. Equipment will be inspected and replaced as necessary. Also, effective July 1, 2024 the allowable fund balance has increased to six (6) months average expenditures.*

Contact Person: Andrew DiBlasi, Director of Business Operations and Finance
Anticipated Completion Date: June 30, 2025

Finding: Bidding/Quoting Procedures –

During the course of our examination, we reviewed one transaction involving a purchase over the bidding threshold that did not have the statement of non-collusion available for our review. We also reviewed one transaction involving a purchase over the quoting threshold that did not receive the correct number of quotes.

We recommend a continued effort be made to comply with Sections 103 and 104(b) of the General Municipal law as well as following the District's procurement policy.

Corrective Action Planned: *The Business Office will continue to be diligent in ensuring that purchasing law and district policy are followed when procuring products and services.*

Contact Person: Andrew DiBlasi, Director of Business Operations and Finance
Anticipated Completion Date: June 30, 2025

Finding: Closing Procedures –

As part of the closing procedures, outstanding encumbrances should be reviewed and if determined to be doubtful, liquidated prior to the official closing of the books. This process was not completed resulting in adjustment being required to liquidate the encumbrances to the correct amounts.

We recommend every effort be made to review and liquidate encumbrances in a timely manner in order to avoid delays in the closing and audit process.

Corrective Action Planned: *The Business Office will be sure to follow the normal and customary closing procedures moving forward.*

Contact Person: Andrew DiBlasi, Director of Business Operations and Finance
Anticipated Completion Date: June 30, 2025

No other deficiencies were noted

Other Item:

The following item is not considered to be a deficiency in internal control: however, we consider it an other item which we would like to communicate to you as follows:

Federal Programs –

As a result of recent federal program changes, the District documents various federal program procedures through written questionnaires prepared by the Program Coordinators and the Business Office. Recent guidance from the New York State Education Department suggests federal recipients should enhance their written documentation into a written procedural manual that is more detailed and specific to each federal program compliance requirement.

Corrective Action Planned: *The District will complete the procedural manual addressing the federal compliance requirements.*

Contact Person: Andrew DiBlasi, Director of Business Operations and Finance
Anticipated Completion Date: June 30, 2025