

To: Audit Committee
Date: November 27, 2023
Re: Wheatland-Chili Central School District

Corrective Action Plan – 2022-23 262001

District Response to External Auditors' Internal Control Related Matters issued by Raymond F. Wager, CPA, P.C.:

Current Year Deficiencies in Internal Control:

Disbursements-

While examining disbursements, we identified eight instances where purchase orders were dated after orders had already been placed with the vendor. In addition, we noted one instance where there was neither a purchase order supporting the purchase made nor a receiving or approving signature included with the invoice approving it for payment.

1. Audit Recommendation:

We recommend that whenever possible, purchase orders should be approved prior to orders being placed with vendors. In addition, all invoices should have an indication it is ok to pay from an appropriate individual prior to being processed.

2. Implementation Plan of Action(s):

The District Purchasing Agent will continue to train the requisitioners, that purchase orders are needed prior to ordering any goods or services for the district.

3. Implementation Date:

The implementation will occur for the duration of the 2023-24 school year.

4. Person Responsible for Implementation:

The District Purchasing Agent and Department Supervisors.

Other Items:

The following item is not considered to be a deficiency in internal control; however, we consider them other items 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 requirements.

1. Audit Recommendation:

We recommend the Business Office work with the Program Coordinators to enhance their correct procedures into a procedure manual that is consistent with the federal compliance requirements for their respective program.

2. Implementation Plan of Action(s):

Currently NYSASBO has developed a formal compliance manual documenting best practice in Federal Program procedures. It was recommended by our External Auditor that we use this for guidance as it has now become available. The Business Office, alongside the Program Coordinator, will use this document as guidance to develop written procedures for our Federal Programs.

3. Implementation Date:

The implementation will begin to occur in the 2023-24 school year.

4. Person responsible for Implementation:

The District Treasurer, School Business Official and Program Coordinators are responsible for this implementation.

Prior Year Recommendation:

We are pleased to report that the following prior year recommendation has been implemented to our satisfaction.

1. Due to's and due from's were in balance as of the audit date.