

DANSVILLE CENTRAL SCHOOL DISTRICT

***Corrective Action Plan For
Annual Audit***

For Year Ended June 30, 2023

Current Year Deficiencies in Internal Control:

Bidding/Quoting –

During our examination of disbursements, we noted the following:

1. There was one instance in which a purchase that exceeded the bidding threshold referenced an invalid or expired state contract.
2. When using piggybacking to procure goods over the bidding threshold, the District does not always confirm or maintain documentation showing that the cooperative bid is in compliance with general municipal law.

We recommend the District review transactions of this nature to ensure they are in compliance with general municipal law and to confirm the validity of any state contracts used.

District Response –

The Deputy Superintendent will send a memorandum to all budget managers and the Accounts Payable Clerk as a reminder to ensure that we are utilizing and referencing state contracts that are not expired. Additionally, the District has started consulting with its attorney to ensure that piggybacking contracts are in compliance with general municipal law. Estimated completion date: June 30, 2024.

Payroll –

During the course of our examination, we noted the IRS filings for forms W-2 and W-3 were submitted to the IRS after the due date.

We recommend the District continue to monitor their payroll filing requirements to ensure forms are submitted to the IRS in a timely manner.

District Response –

This was the result of a clerical error. An employee notified the Payroll Clerk that he received a W-2 with the wrong social security number. This delayed the filing of W-2 and W-3 forms with the Social Security Administration. Moving forward, the Payroll Clerk will file with the Social Security Administration no later than January 31st. Estimated completion date: January 31, 2024.

Appropriation of Fund Balance –

We commend the District on reducing the appropriated fund balance and reserves down to \$3,538,910 at June 30, 2023, representing approximately 8.9% of the 2023-24 general fund budget. The appropriation of fund balance at this level necessitates very conservative budgeting in order to avoid a year with a low fund balance where the tax levy would need to increase sharply.

District Response –

The District will continue to work on reducing the appropriated fund balance and reserves as we build future budgets. Estimated completion date: June 30, 2024 (and ongoing).