

Williamson Central School

To: Bridget Ashton, Superintendent
Board of Education

From: Jeff Sutton, School Business Administrator

Subject: 2023-24 External Audit – Corrective Action Plan

Date: September 16, 2024

We have recently received our audit of the 2023-24 Basic Financial Statements along with the associated management letter from our independent auditor Mengel, Metzger, Barr & Co. Their findings are noted below along with my proposed corrective action:

School Resource Officer - During the course of our examination, we noted that the District has a contract with the County for the services of a School Resource Officer. However, a daily attendance record is not maintained, reviewed and approved by an administrator. We recommend the District implement procedures to document the days the School Resource Officer is on school grounds, which should be reviewed and approved by an administrator.

Corrective Action: The District will develop a procedure to help ensure that a daily attendance record is maintained for the School Resource Officer.

Person Responsible: Jeff Sutton
Anticipated Completion Date: June 2025

