

Williamson Central School

To: Marygrace Mazzullo, Superintendent
Board of Education

From: Jeff Sutton, School Business Administrator

Subject: 2021-22 External Audit – Corrective Action Plan

Date: October 12, 2022

We have recently received our audit of the 2021-22 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 Lunch Fund – During the course of our examination, we noted that the fund balance in the School Lunch Fund at June 30, 2022 totaled \$328,318. This appears to be in excess of the three months' average expenditures level recommended by Federal Regulation #7CFR Part 210.09. We recommend the District continue to develop the corrective action necessary for compliance with Federal Regulation.

Corrective Action: This operating surplus was due to the National Pandemic and the Federal Government deeming that every student receives a free breakfast and lunch during 2021-22 school year. Starting in 2022-23, the Federal Government stopped this program and the District does not anticipate showing a profit in the current year given the rising cost of food prices, as well as the increased cost of health insurance. The District will also continue to identify potential one-time investments in infrastructure or capital items that can have a long-term positive impact on school lunch operations. The District will also continue to look at our staffing footprint to determine if additional staff can enhance services.

Person Responsible: Jeff Sutton
Anticipated Completion Date: June 2023



Revision 1/6/2023

The Office of Audit Services has now modified their practices to redefine “Other Items” for communication as “findings.” Therefore, we must resubmit our corrective action plan with the following included:

Other Items of Communication:

Cyber Risk Management - The AICPA Center for Audit Quality recently issued a cyber security risk management document discussing cyber threats that face both public and private entities. The District’s IT personnel routinely assesses cyber risk as part of their normal operating procedures. The District should continue to document their cyber risk assessment process in writing which should include the risk assessment process, the frequency of the risk assessment, how findings are to be communicated to the appropriate level of management, and how the process will be monitored.

Corrective Action: The District has undergone a network security audit via WFL BOCES and has and will implement the recommendations made to enhance network security. The District will continue to document their cyber risk assessment.

Person(s) Responsible: Jeff Sutton, Jason Sutton

Anticipated Completion Date: June 30, 2023

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: The Business Office continues to work with Program Coordinators to promote best practices consistent with federal compliance requirements outlined in the district’s Federal Funds procedural manual.

Person(s) Responsible: Jeff Sutton, Rachel Liberatore

Anticipated Completion Date: June 30, 2023

