



Caledonia-Mumford CSD

District Office

Audit Recommendation 1:

Develop and adopt budgets that include reasonable estimates for revenues, appropriations and the amount of fund balance that will be appropriated and used to fund operations.

Implementation Plan of Action(s):

Caledonia-Mumford Central School District agrees that the adoption of reasonable, realistic budgets is a priority and will continue to strengthen its budget process to respond to our local needs and community expectations. The district will continue to discuss the budget in open session throughout the budgetary process.

The Superintendent and Business Administrator will continue to work closely with school building leaders and department directors to project budgetary needs during the budget process. In addition, we will continue to review the prior year actuals and use these as a guide when projecting future budgets. Caledonia-Mumford will continue to ensure that the budget estimates are sufficient to cover expenses for special education, buildings and grounds, and transportation needs that may arise during the school year. It is important that our District be able to respond favorably to unexpected and/or unanticipated needs without compromising the services required by our students.

Implementation Date:

2024-2025 school year

Person Responsible for Implementation:

Board of Education

Superintendent of Schools

Business Administrator

Audit Recommendation 2:

Ensure that encumbrances are valid and supported.

Implementation Plan of Action(s):

The Caledonia-Mumford Central School District recognizes the importance of timely expenditures and will strive to fulfill all encumbrances within the subsequent fiscal year. The district will closely monitor these obligations to ensure they are used effectively and efficiently.

Implementation Date:

2024-2025 school year

Person Responsible for Implementation:

Board of Education

Superintendent of Schools

Business Administrator

Audit Recommendation 3:

Ensure that reserve funds are properly established and supporting documentation is retained and available.

Implementation Plan of Action(s):

As the Comptroller mentions on page 7 of their audit report “after the completion of fieldwork and receipt of the draft report, District officials provided resolutions establishing these reserves”. The district has receipt of all reserves in one file for future use.

Implementation Date:

Already Completed

Person Responsible for Implementation:

Board of Education

Superintendent of Schools

Business Administrator

Audit Recommendation 4:

Review reserve fund balances to determine whether the amounts are necessary and reasonable. To the extent that they are not, transfers should be made to surplus fund balance, where allowed by law, or to other reserves established and maintained in compliance with statute.

Implementation Plan of Action(s):

To safeguard our district's financial stability, Caledonia-Mumford Central School District annually discloses its reserve balances to the public. Our Board-approved plan ensures responsible management of these funds, allowing us to proactively address economic challenges like rising costs and potential impact of the new foundation aid formula. While we agree with the Comptroller's assessment of the Unemployment Insurance Reserve, we will strategically transfer excess funds to underfunded reserves between May and August of 2025.

Implementation Date:

2024-2025 school year

Person Responsible for Implementation:

Board of Education

Superintendent of Schools

Business Administrator

Audit Recommendation 5:

Transfer debt reserve funds improperly held in the debt service fund to the general fund as surplus fund balance.

Implementation Plan of Action(s):

The district understands and accepts the Comptroller's recommendation and will utilize this money to pay for future debt and limit the burden on taxpayers. A deeper look at debt service and the potential transfer to the general fund will be conducted at the conclusion of the 2025-26 Capital Project.

Implementation Date:

At the conclusion of the 2025-2026 Capital Project

Person Responsible for Implementation:

Board of Education

Superintendent of Schools

Business Administrator

Audit Recommendation 6:

Develop, adopt and periodically update comprehensive long-term financial and capital plans to be used in conjunction with the annual budget process.

Implementation Plan of Action(s):

The district is dedicated to proactive long-range fiscal planning and strict compliance with all applicable Board of Education policies. In recent efforts, we partnered with R.G. Timbs, Inc. to formulate a comprehensive, multi-year financial strategy. However, due to the volatile nature of State Aid funding and proposed modifications to the Foundation Aid formula, this plan may necessitate revisions. Furthermore, the district collaborates with our architectural firm to execute a Building Condition Survey, which serves as the foundation for our long-term capital improvement initiatives.

Implementation Date:

Ongoing, Building Condition Survey will be completed in calendar year 2025

Person Responsible for Implementation:

Board of Education

Superintendent of Schools

Business Administrator