



**2024 Financial Audit
Corrective Action Plan**

Unit Name: Millbrook Central School District -

Audit Report Title: Millbrook CSD Financial Report Audited

For each recommendation included in the audit report, the following is our corrective action(s) taken or proposed.

Audit Recommendation (Finding 2024-01):

- Condition & Criteria: The School District's cafeteria had no system in place to track the cafeteria supplies on hand and what was purchased and used by cafeteria staff. Districts are required to have controls in place over their assets and be able to track their usage.
- Recommendation: The District should put a system in place to track the supplies on hand and their usage.

Implementation Plan of Action(s):

- The School Food Service Department will implement a process for the daily tracking of inventory consumption and a bimonthly comprehensive departmental inventory count (Oct, Dec, Feb, April, and June) for the 2024-25 school year. Inventory totals will be documented and shared with the District Treasurer per the agreed upon schedule referenced above for tracking and reconciliation.

Implementation Date:

- October 7, 2024

Person(s) Responsible for Implementation:

- Jessica Wilcox, School Food Service Director



Audit Recommendation (Finding 2024-02):

- Condition & Criteria: The School District's unassigned fund balance as of June 30, 2024, was approximately 9% of the 2025 budgeted expenditures. Section 1318 of the NYS Real Property Tax Law requires school districts to maintain no more than 4% of the subsequent year's budgeted expenditures in unassigned fund balance in the General Fund.
- Recommendation: RBT recommends that the School District maintain an unassigned fund balance percentage in accordance with Section 1318 of the NYS Real Property Tax Law.

Implementation Plan of Action(s):

- In recognition of the volume of capital improvements needed, Millbrook CSD is currently seeking voter authorization for a proposed capital project totalling \$59,867,973. With a positive November capital referendum vote, the District would then allocate the entirety of the unassigned fund balance in excess of the Real Property Tax Law 4% limit towards these proposed capital improvements. Should the vote be unsuccessful, the District would then allocate some or all of these funds to other budgetary needs or establish a secondary capital reserve fund to house this money for future use. Under either scenario, the District would be back in compliance with the 4% maximum unassigned fund balance requirement at the close of the 2024-25 school year.

Implementation Date:

- **November 20, 2024** (directly following 2024 capital project referendum vote)

Person Responsible for Implementation:

- Elliot García, Assistant Superintendent for Business and Personnel

Signed:

Elliot García
Assistant Superintendent for Business and Personnel

Date