



Monticello Central School District

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MONTICELLO CENTRAL SCHOOL DISTRICT

CORRECTIVE ACTION PLAN

In response to

INTERNAL AUDIT REPORT

For the period

July 2021 – September 2021

The District's Internal Auditors, Waschitz Pavloff, CPA, LLP presented the Internal Audit Report to the Audit Committee at their meeting on April 12, 2022. The Board of Education accepted the report at their regular meeting on May 5, 2022.

Areas of risk was identified in the July – September 2020 report as follows:

- 1.) Accounting and Reporting - Auditing – It was noted that the external audit report noted the following:
 - a. The District's unassigned fund balance is in excess of the amount permitted by NYS law.
 - b. Several employees working on federal programs did not have complete documentation regarding their federal payroll certifications as required.

The findings will be address as follows:

- a. The District has a reserve plan and a long-range financial plan that addresses the use of fund balance to the limit permitted by NYS law. Fund balance is projected to be within the NYS permitted amount by June 30, 2025 and will be monitored by Lisa Failla, Assistant Superintendent for Business
 - b. The District has put into place a procedure to ensure that all employees that participate in professional development funded by federal programs, and employees whose salary is either fully or partially funded by federal programs sign off on the certification as required. The Business Office has developed a tracking system and a new payroll form to ensure compliance. This procedure was implemented in November 2021 and will be monitored by Virginia Palmer, Senior Account Clerk.
- 2.) Student Services – Extra Classroom Activity Fund –

- a. It was noted that one of the selected fundraiser events did not include a profit and loss statement at the time of the visit. The Central Treasurer was aware of the missing statement.
- b. It was noted that the Central Treasurers do not maintain their own list of all the club advisor and student elected officers.

The findings will be addressed as follows:

- a. The District will confirm with the Central Treasurer that the missing statement has been completed and that the Central Treasurer will ensure a profit and loss statement is completed at the end of each fundraising event. This finding will be completed by May 31, 2022 by Elizabeth Terwilliger, District Treasurer.
- b. The District will create a form for the Central Treasurers to use listing all the extracurricular activity clubs with space for the school year, advisor name and student officers to be filled in. This finding will be completed by May 31, 2022 by Elizabeth Terwilliger, District Treasurer

There were no other findings in the July – September 2021 report.