



**MONTICELLO CENTRAL SCHOOL DISTRICT
CORRECTIVE ACTION PLAN**

In response to EXTERNAL AUDIT REPORT

For the period July 2022 – June 2023

The District's External Auditors, Cooper Arias, CPA, LLP presented the External Audit Report to the Audit Committee at their meeting on September 19, 2023. The Board of Education accepted the report at their regular meeting on October 5, 2023.

The report contained two comments as follows:

1. COMPLIANCE

During our review of the District's procurement procedures, we noted two instances in which items should have been bid but were not. In one instance, the District got quotes for multiple small items that they did not believe would exceed the bid threshold and, in the other, the District got quotes for a piece of equipment valued at an amount below the bid threshold. However, they then purchased seven of those items, which caused the total to exceed the threshold. In both instances the District obtained quotes from multiple vendors and went with the lowest price. However, in the future, the District should take into account cumulative purchases of a similar item from one vendor when determining the various procurement thresholds.

CORRECTIVE ACTION

We believe this was a clerical error. The quotes received indicated the companies were either on NYS contract or another bid. The District went with the lowest price vendor and during the audit Lisa Failla, Assistant Superintendent for Business was not able to verify the bid the vendor reportedly participated in. In the future, the Purchasing Agent will ensure that all bid documentation is provided and verified prior to purchase orders being issued.

2. REPORTING

During our review of the District's food service programs, we noted that the District omitted one of the distribution sites for its summer food service program when claiming for reimbursements from NYS. The omission resulted in the District not claiming a total of 1,002 meals. The District

has reached out to NYS in an attempt to amend the claim form for the period noted. We recommend that the District put a control in place, such as a checklist, to insure that all sites are claimed each reporting period.

CORRECTIVE ACTION

The Treasurer/Accountant, Elizabeth Terwilliger is creating a checklist for the food service department to use that will list all buildings and summer feed locations to be submitted to the Business Office at the time the claim is submitted. Elizabeth will the double check the claim and bring any needed corrections to the attention of the Food Service Director immediately.