
PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT
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*Dr. Christopher Dillon
Assistant Superintendent for Business*

October 11, 2022

MEMORANDUM

**TO: Dr. Mary O'Meara
Superintendent of Schools**

**FROM: Dr. Christopher Dillon
Assistant Superintendent for Business**

**RE: External Audit Corrective Action Plan for Year Ending
June 30, 2022**

At the October 11, 2022, Audit Committee our external auditing firm, R.S. Abrams & Co., LLP, presented the results of their annual audit for the period July 1, 2021 through June 30, 2022. In addition to the financial statements, the auditors presented the findings in their management letter. This will also be presented and approved at the October 17th Board of Education meeting. Following is a response to the items contained in the management letter:

REOCCURRING FINDINGS AND RECOMMENDATIONS

CASH MANAGEMENT

Outstanding Checks

During our current year audit and in previous audits, we noted outstanding checks for more than one year are being carried on the monthly bank reconciliations for the general fund. We recommend that the old outstanding checks be investigated and removed from the bank reconciliation and the accounting records be adjusted accordingly.

Implementation Plan of Action(s): The District will increase its cycle of investigating and contacting individuals who have yet to cash aging checks. Upon completion, the District will adjust the accounting records accordingly. Contact will be made two times a year: December and May.

Implementation Date: January 2023

Person(s) Responsible for Implementation: Brianna Pisano, Assistant Business Administrator and Samantha O'Leary, Administrative Assistant

CAPITAL ASSETS

Capital Asset Additions

During our current year audit, it was noted that current year capital asset additions had not been tagged as District property in a timely manner. We recommend that all capital asset additions above the district's established threshold be tagged as District property in a timely manner to ensure the proper tracking and safeguarding of the District's capital assets.

Implementation Plan of Action(s): The District will ensure that assets are tagged promptly upon receipt by implanting a new procedure that documents asset tagging with a digital picture and signed forms utilizing assigned building employees working with the business office.

Implementation Date: January 2023

Person(s) Responsible for Implementation: Christopher Dillon, Assistant Superintendent for Business, Brianna Pisano, Assistant Business Administrator and Patricia Bulerin, Purchasing Agent.

STATUS OF PRIOR YEAR RECOMMENDATIONS

SCHOOL LUNCH FUND BALANCE

Fund Balance

During our current year audit, we noted on June 30, 2021, the school lunch fund balance exceeded the three-month average expenditure level allowable by federal regulations 7CFR Part 210.14(b) by \$105,201. We recommend the district create a plan to submit to the New York State Office of Child Nutrition to take the necessary steps to utilize the excess portion of this fund balance in the school lunch operations.

Status: Implemented

EXTRACLASSROOM

Cash Receipts

During our prior year audit, it was noted that five of twenty-three cash receipts did not have the supporting documentation, including listing of checks/items sold. We recommended all cash receipts include proper supporting documentation to improve the internal controls for extra classroom cash receipts.

Status: Implemented