

THREE VILLAGE CENTRAL SCHOOL DISTRICT  
STONY BROOK, NEW YORK

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BOARD OF EDUCATION AGENDA MATERIALS

**DATE OF BOARD MEETING:** July 7, 2021

**DATE SUBMITTED:** July 1, 2021

**OFFICE OF ORIGIN:** Business Services

**CATEGORY OF ITEM:** Action

**TITLE:** APPROVE CORRECTIVE ACTION PLAN

**Staff Recommendation:**

Upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approve the attached Corrective Action Plan.

**Background-Rationale:**

This resolution is needed in order to formally approve the District's responses to findings and recommendations identified by our internal auditors in the April 2020 Report on the Internal Controls of the Revenue and Cash Management Cycle. A Corrective Action Plan is required under Section 170.12 of the Regulations of the Commissioner of Education and must be approved by the District's Board of Education prior to submission to the State Education Department.



**THREE VILLAGE  
CENTRAL SCHOOL DISTRICT**

*The mission of the Three Village Central School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.*

May 18, 2021

New York State Education Department  
Office of Audit Services  
89 Washington Avenue  
Room 524 EB  
Albany, NY 12234

To whom it may concern:

Below, please find the District's response to findings and recommendations of the Report on the Internal Controls of the Revenue and Cash Management Cycle, which was performed by the district's internal auditors, Nawrocki Smith, LLP.

The Three Village Central School District hereby submits a Corrective Action Plan for the Report on the Internal Controls of the Revenue and Cash Management Cycle which is required under Section 170.12 of the Regulations of the Commissioner of Education in response to issues identified in the April 2020 Report on the Internal Controls of the Revenue and Cash Management Cycle provided to the district by our internal auditors. Please note that the information below is intended to ensure that the district properly accounts for the findings contained in the report titled "Three Village Central School District, Report on the Internal Controls of the Revenue and Cash Management Cycle, April 2020."

**Recommendation #1**

*We recommend that the District make every effort to obtain a signed acknowledgement from the parent prior to students attending school. This will ensure that all parties are in agreement with the services to be provided and payment for those services.*

**Response**

The District will verify all documents requiring parent signatures are complete prior to the students' first day of enrollment. This requirement is anticipated to be implemented by September 1, 2021.

**Cheryl Pedisich, Superintendent of Schools**  
**Carlson, Deputy Superintendent**

**Gary Dabrusky, Ed.D., Assistant Superintendent, Human Resources**  
**Kevin Scanlon, Assistant Superintendent, Educational Services**

100 Suffolk Avenue ■ Stony Brook, New York 11790 ■ Telephone: 631-730-4000 ■ Fax: 631-474-7784

Board of Education  
Irene Gische, President  
Vincent Vizzo, Vice President

Deanna Bavinka  
Dr. Jeffrey Kerman  
Jonathan Kornreich

Inger Germano, District Clerk

## **Recommendation #2**

*We recommend that the updated fee schedule be presented to the Board of Education for approval. Going forward the fee schedule should be approved by the Board of Education on annual basis in accordance with Policy #1500 Public Use of Facilities.*

## **Response**

The District will present the updated fee schedule to the Board of Education for approval and will have it reapproved annually. The anticipated date of completion is September 1, 2021.

## **Recommendation #3**

*We recommend that all applications be reviewed and approved by the Building Principal and that the Athletics Director or the Director of Facilities review and approve applications as the Authorizing Official. This will ensure that all applications are properly approved and events are properly scheduled, without conflicts. We also recommend that all applications be filed once approved to ensure that there is supporting documentation for all facilities use.*

## **Response**

The District has directed all Building Principals, the Athletic Director and the Director of Facilities that all Use of Facilities applications are to be reviewed and approved prior to scheduling the organizations request to ensure all requirements are met and no conflicts exist. The District anticipates full completion by September 1, 2021.

## **Recommendation #4**

*We recommend that the District obtain a valid certificate of liability insurance certificate for all organizations prior to their use of facilities. This will ensure that all events are adequately covered, and the District is in compliance with Policy #1500 Public Use of Facilities.*

## **Response**

The District has informed staff that valid certificates of liability insurance are required for all organizations prior to approving and scheduling the organizations request for their use of facilities, as per District policy. The District anticipates full completion by September 1, 2021.

## **Recommendation #5**

*We recommend that the buildings maintain sales reports, commission checks and deposit information in a central location within each building. Copies of the sales reports, commission checks and deposit information should be submitted to the Business Office periodically to ensure that the commission received agrees to the vending contract and amounts received can be tracked.*

## **Response**

Sales reports, commission checks and deposit information for all vending machines are now kept centrally within each building and submitted to the Business Office semi-annually to be reviewed for accuracy and to follow up on any discrepancies. This has been implemented as of March 1, 2021.

### **Recommendation #6**

*We recommend that there be a monthly reconciliation of the cash receipts posted in the District's accounting system to a report of the entries in the "check prep" feature. The reconciliation will ensure that all cash and checks entered into the system have been properly and accurately posted.*

### **Response**

The District has assigned the responsibility of monthly reconciliations of cash receipts posted in the accounting system to the monthly report of entries in the "check prep" feature of the accounting system to a staff member. This was implemented as of April 1, 2021.

### **Recommendation #7**

*We recommend that the District fully implement the requirement that all field trips be paid via MySchoolBucks. This will ensure that procedures are consistent at all buildings and help eliminate cash collection throughout the District.*

### **Response**

The District will implement the mandatory use of MySchoolBucks for payment of all field trips and expects to have 100% compliance with this requirement by September 1, 2021.

### **Recommendation #8**

*We recommend that the petty cash account custodians ensure their cash on hand and receipts always equal one hundred dollars (\$100). Personal funds should not be comingled with petty cash funds. We also recommend that single petty cash purchases do not exceed fifty dollars (\$50) in accordance with Policy #6670 Petty Cash Accounts.*

### **Response**

The District regularly reminds petty cash custodians of policy and procedures. The District expects to have 100% compliance by September 1, 2021.

### **Recommendation #9**

*We recommend that the District utilize petty cash funds for emergency purchases only and keep purchases within the fifty-dollar (\$50) limit as established by Policy #6670 Petty Cash Accounts.*

### **Response**

The District regularly reminds petty cash custodians of the emergency purchases only policy, as well as the fifty-dollar (\$50) limit, as per District policy. The District expects to have 100% compliance by September 1, 2021.

Cheryl Pedisich, Superintendent of Schools  
Carlson, Deputy Superintendent  
Gary Dabrusky, Ed.D., Assistant Superintendent, Human Resources  
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**Recommendation #10**

*We recommend that all requests for replenishment forms are signed by the requestor and approved by the Business Office. This will ensure that petty cash replenishments are properly completed and approved.*

**Response**

The District now requires all forms requesting replenishment of petty cash funds to be signed by the requestor and approved by the Director of Business Services. The District expects to have 100% compliance by September 1, 2021.

**Recommendation #11**

*We recommend that the District provide Treasurer's Reports to the Board of Education in a timely manner, ideally within two (2) months following the month end. This will ensure that the Board is provided with timely and relevant financial information.*

**Response**

The District strives to present Treasurer's Reports to the Board of Education timely; however, occasionally circumstances arise that cause the review of the reports by the Audit Committee prior to the Board of Education Meeting to be delayed. The District anticipates completion of this recommendation by September 1, 2021.

Very truly yours,



Patricia Castaldo  
Director of Business Services