

# **Wyoming Central School District**

## **Corrective Action Plan For Management Letter**

**June 30, 2020**

**1225 Route 19  
P.O. Box 244  
Wyoming, New York 14591  
(585) 495-6222  
Fax (585) 495-6341  
[www.wyomingcsd.org](http://www.wyomingcsd.org)**

**Wyoming Central School District  
Corrective Action Plan  
Management Letter  
June 30, 2020**

**MATERIAL WEAKNESSES**

None noted

**SIGNIFICANT DEFICIENCIES**

None noted

**UPDATE**

*Auditor comment:* As reported in prior years, due to the small size of the business office, a proper segregation of duties is not possible. We understand that the Superintendent and a second employee in the business office provides some assistance in duty segregation.

Since it is difficult to achieve an ideal segregation of duties, we continue to stress the importance of monitoring transactions and controls by the Board of Education.

*Corrective action taken:* The Board of Education, district management and claims auditor are all conscious of the combined responsibilities within the business office and do monitor transactions and compliance with controls.

*Completion date:* Ongoing

*Contact person:* Joelle Stroud, District Treasurer

**OTHER MATTERS**

1. General fund unassigned fund balance

*Auditor comment:* The unassigned fund balance in the general fund was approximately \$686,000 at June 30, 2020 which represents 12% of the 2020 expenditure budget. As you are aware, the legal limit imposed by the State is 4% of the ensuing year's budget.

*District Comment:*

Although the unassigned fund balance amount is above the legal limit of 4%, the Board of Education feels that it is not an excessive amount of money, and could be easily depleted by any of a number of unforeseen events, including but not limited to the

enrollment of one or more high cost special education students. The Board of Education also feels this money could be needed to offset the cut in state aid that has been threatened due to the COVID-19 pandemic and revenue shortfalls for the State of New York.

*Corrective action taken:* The Board of Education and District Treasurer will continue to closely monitor fund balance, and will work together to re-evaluate its budget practices related to estimating annual expenditures.

*Completion date:* Ongoing

*Contact person:* Joelle Stroud, District Treasurer

## 2. Internal control related matters

*Auditor Comment:* During our testing, we noted certain areas where internal controls can be improved. We recommend the following opportunities for management to strengthen internal controls:

- The payroll certification agent should document the date of review on the payroll certifications and related reports.
- Management should maintain payroll change edit reports for each pay period, even when the report has no activity, in order to show proper documentation of review and approval.

*Corrective Action Taken:* The payroll certification agent and payroll clerk have been counseled as to this recommendation and have implemented the suggested changes. The Treasurer will monitor compliance with this internal control measure.

*Completion date:* Ongoing

*Contact person:* Joelle Stroud, District Treasurer