

Corrective Action Plan
2017-18 Independent Audit

The Lansingburgh Central School District hired Stark & Basila to audit its financial statements for the 2017-18 school year. They included various recommendations in the Management Letter. The district has undertaken a corrective action plan to address these concerns.

The contact person responsible for all corrective actions is Linda Klime, Business Administrator.

General Funds

The unreserved fund balance at June 30, 2018 is in excess of the four percent permitted under Section 1318 of the Real Property Tax Law. (5.2%)

Action Plan Response: This occurred at year end due to auditor's adjustments. Funds were transferred to a reserve account in error and the Appropriated Fund Balance was not reduced to its voter approved amount, which the auditor discovered and corrected. It was beyond the 6/30/16 year-end making corrections to the fund balance more difficult. The decision was made to allow this excess for one-year. Transfers will be monitored more closely in the 2017-18 school year to alleviate this issue for year end.

Anticipated Completion Date: June 30, 2018

Extraclassroom

Our test disclosed instances in which a payment was made without an invoice and one was not signed by the student treasurer. Invoices should have the necessary paper work filed with them before they are paid. Invoices should have the remittance voucher attached, be signed received by the club advisor and authorized by the club advisor and student treasurer. The invoice should be marked paid in order to avoid duplicate payments.

Action Plan Response: These procedures will be reviewed with the central treasurer and the club advisors. Annual training for club advisors and students is being conducted.

Anticipated Completion Date: March 1, 2019

All Funds

Our test disclosed a few instances in which a payment was made without the authorization and instances in which invoices were not properly cancelled. Invoices should have the necessary paper work filed with them and be on an approved warrant before they are paid. Invoices should have the remittance voucher attached, be signed received and be authorized. The invoice should be marked paid in order to avoid duplicate payments.

Action Plan Response: These procedures will be reviewed with the central treasurer and accounts payable clerk. The accounts payable clerk will verify that all warrants are signed by claims auditor.

Anticipated Completion Date: October 15, 2018