



## JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

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**Mr. R. J. Hartwell**

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TO: Board of Education  
James Froio, Superintendent

FROM: R. J. Hartwell, Assistant Superintendent for Business & Finance

RE: Corrective Action Plan-Financial Statements 2022-23

DATE: October 11, 2023

In connection with the report Communicating Internal Control Related Matters Identified in an Audit received from Raymond F. Wager, CPA, P.C. for the audit of the financial statements for the fiscal year ended June 30, 2023 the following Corrective Action Plan will be implemented.

### **School Lunch Fund:**

Observation: The School Lunch fund exceeded the three-month average expenditure level recommended by Federal Regulation #7CFR Part 210.15 by \$127,798.

Corrective Action Plan: We will review and update the status of food service equipment in district cafeterias and purchase new equipment as needed to reduce the overage in this fund. This action will be corrected by June 30, 2024.

### **Bank Reconciliation:**

Observation: As part of the audit review regarding the bank reconciliation process, it was noted that a review and approval of bank reconciliation is not completed and signed by an individual independent of the process in the 22-23 school year.

Corrective Action Plan: The deputy treasurer will review the bank reconciliations for all district bank accounts given that the district's treasurer is responsible for creating them. This action was corrected immediately as of October 1, 2023 for all bank reconciliations from July 1, 2023 forward.

### **Cyber Risk Management:**

Observation: This was not noted as a deficiency in internal control but was communicated by the district's auditors as a note of communication. It is recommended that the district should continue to document their cyber risk assessment process in writing.

Corrective Action Plan: The district's IT personnel routinely assess cyber risk as part of its normal operating procedures. A written risk assessment process will be developed and implemented by December 1, 2024.