

**Board of Education
Elmira Heights Central School District
2083 College Ave.
Elmira Heights, NY 14903**

TST BOCES

TOMPKINS • SENECA • TIOGA

Internal Audit Services

**Revenue and Cash Management
Internal Audit Report
Fiscal Year 2023-24**

June 2024

Audit Scope, Objective, and Methodology

Scope

Per New York State Education Law, and the Regulations of the Commissioner of Education, Internal Audit is required to perform annual testing and evaluation of one or more areas of the District's internal controls, taking into account risk, control weaknesses, size, and complexity of operations.

The Revenue and Cash Management Audit for the Elmira Heights Central School District was conducted during May and June 2024.

Internal Audit is a department within Tompkins-Seneca-Tioga BOCES and is supervised by the Elmira Heights Central School District Board of Education under a cooperative services agreement. The findings and conclusions in this report are the responsibility of the Board and the Internal Audit Department.

Objective

To determine whether:

- Investments are consistent with district policy
- Bank account reconciliations are completed
- Deposits more than \$250,000 are secured.
- Bank transfers and revenue are recorded properly
- Cash receipts are deposited timely

Methodology

Internal Audit complies with applicable regulations promulgated by the State Commissioner of Education and the District's policies and procedures.

Samples were selected for internal control testing, along with discussions with staff, and walk-throughs of key processes. Testing during this audit was focused on key controls within the Revenue and Cash Management area, which could or are likely to have a significant impact on the District as a whole.

Exceptions and Recommendations

Per New York Education Law, and the Regulations of the Commissioner of Education, Internal Audit is also required to recommend changes for strengthening controls and reducing identified risks, and to specify time frames for implementation of such recommendations.

1. Untimely Deposit - One of 15 deposits tested were not deposited timely. Book Fair sales were not given to the central treasurer to deposit for between 4 and 12 school days. Internal Audit recommends all revenue be deposited within 3 school days of receipt.

Recommended Implementation Timeframe: September 30, 2024

Conclusion

Based on the results of audit testing, Internal Audit believes controls and the related policies and procedures over Revenue and Cash Management are present, but could be enhanced. The aforementioned audit exceptions indicate opportunities to improve the internal control system. Implementation of corrective actions will strengthen the process and reduce the risks associated with the weaknesses discovered.