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District Office

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Tompkins Seneca Tioga BOCES
Internal Audit Services
555 Warren Road
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Dear Julie:

In response to your 2015-16 Internal Audit Risk Assessment Update Report presented to the Board of Education, Elmira Heights Central School District on June 9, 2016, we submit the following corrective action plan.

Student Services and Data

School Lunch Cashier Till Count Out Procedures – Internal Audit noted cashier's tills are being counted out by the cashier and a food server in the breakroom. The breakroom has a back door, there are employees coming and going, and there are social conversations in progress. This is not a good environment for counting money due to the many distractions and opportunities for errors to occur.

District's Response: The district will change the till count procedure. *Cashiers will count out tills in the food service office, not the break room. The 2 cashiers will cross count each other's tills and sign the count out paperwork. The food service manager and one of the cashiers will then combine the money into one deposit, fill out and sign the deposit slip, and put the money into a sealed bank bag. The food service designee will then take the sealed bag to the building office to be picked up for deposit.*

School Lunch Cashier Till Balancing - Internal Audit noted if the cashier's till did not balance at the end of a meal, the cashier can post an adjustment to the control amount that should be in the till, thereby forcing the till to balance.

District's Response: *The district cashiers not be allowed to make adjustments to the control amount while balancing their till. If a posting adjustment is needed, the cashier will notify the manager, and the manager should complete the posting adjustment. The manager will also verify the cashier has not made any adjustments during the till balancing process by running a "Cash Out Log Deposit Detail Report" and comparing the amounts on the cashier's original report.*

Fixed Assets

Assets - Internal Audit noted 1 of 25 assets tested had an incorrect inventory tag number, and 2 of 25 assets tested were in the inventory system under the old asset tag numbers. This is an improvement since the 2013-14 Asset and Inventory Audit.

District's Response: The District will continue to update the inventory system with the correct inventory tag numbers. The District will continue review and update the inventory system for Maintenance Department equipment over the summer.

Credit Cards

Internal Audit noted the Chemung Canal Credit Card contains a "Cash Advance Plan".

District's Response: The District will remove the "Cash Advance Plan" from the credit card to prevent cash advances on the card.

Accounting and Reporting

Medicaid Prescriptions – A "Written Order of Medical Necessity" (prescription) is required in order to bill Medicaid for speech, occupational, and physical therapy services. Internal Audit noted a speech session was not billed to Medicaid due the provider cosigner not being able to find a prescription on file.

District's Response: The District will enter prescriptions into Clear Track as soon as received, and cosigners double check for prescriptions before signing off on a claim.

Revenue and Cash Management

Untimely Deposit - Internal Audit noted 1 of 7 deposits tested were not made timely.

District's Response: The District will make sure all cash and checks are deposited within 3 business days of receipt.

Payroll and Personnel

Form I-9 - The Department of Homeland Security requires all employees hired after November 6, 1986, to complete an Employment Eligibility Verification Form (Form I-9). The I-9 Instructions, Section 2, state the employer is to record the title, number and expiration date, if any, of the documents submitted for verification. Some examples of documentation are a driver's license, social security card, and passport. Internal Audit noted Section 2 was not properly completed for 2 of 8 forms tested. The two employees were hired before the 2015-16 school year.

District's Response: The District will review personnel files to ensure all I-9 Forms are present and properly completed.

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