

TST BOCES
Internal Audit Consulting Service
- IMPORTANT -
2016-2017

How did the law change?

According to Section 170.12 of the Regulations of the Commissioner of Education, every BOCES and school district must establish and maintain an internal audit function, except for those with fewer than 1,500 enrolled students in the previous year.

How does that affect my district?

Due to this change in legislation, your school district now has the flexibility to utilize and has elected to use the *TST BOCES Internal Audit Consulting Service*. You now have access to consultations via email and phone, and in-district audit consulting from a TST BOCES Internal Auditor. The in-district consulting can consist of a variety of things. The absence of the internal audit requirement by NYS allows for great flexibility in choosing the type of Internal Auditing that best suits your district.

What's next?

1. The statute requires that school districts and BOCES certify to the Commissioner annually that they are eligible for this mandate relief. NYSED Educational Management Services developed a form for school districts to use for this purpose. If you have not already done so, you must go to the following website and complete the exemption form before 6/30/17: www.p12.nysed.gov/mgtserv/accounting/docs/mandate_relief_exemption_from_internal_auditor_requirement.html
2. Discuss the direction (see "What are my options?" below) you would like the Internal Audit engagement to go for the 2016-2017 school year with your Board/Audit Committee, and make a determination so we can schedule the fieldwork.
3. Please complete and sign the attached form based on the Board/Audit Committee's selection for 2016-2017, then return the form back to Internal Audit. **Work cannot commence until the form is completed and returned to Internal Audit at jkephart@tstboces.org.**

What are my options?

You may choose ONE of the following for the 2016-2017 school year:

Risk Assessment Update – This includes a review of operations, including but not limited to, a review of financial policies and procedures and the testing and evaluation of internal controls. The purpose is to identify factors or conditions that threaten achievement of your objectives. It involves identifying significant risks to the effectiveness and efficiency of operations, to the reliability of financial reporting, and compliance with policies, procedures, applicable laws and regulations.

- OR -

Audit – This entails more extensive testing of one specific area of internal controls. Testing is focused on key controls within the particular internal control area, which could or are likely to have a significant impact on the accuracy, effectiveness, and/or efficiency of the process. Samples of key internal controls and transactions are tested, and processes are reviewed, including discussions with staff regarding processes. Below is a list of control areas available for testing:

- | | |
|--------------------------------|--------------------------------------|
| • Revenue and Cash Management | • Accounting and Reporting |
| • Purchasing and Expenditures | • Assets and Inventory |
| • Payroll and Personnel | • Facilities Maint. and Construction |
| • Extraclassroom Activity Fund | • Student Services and Data |
| • Governance | |

- OR -

Alternate Selection - This could include a detailed review of a process or function not listed above. Some examples include but in no way are limited to Medicaid Documentation, Special Education IEP Implementation, School Lunch Revenue Collection, and Transportation Documentation (maintenance, inspections, or drivers).

2016-2017 Service Selection Form - Internal Audit Consulting

Choose ONE of the following for the 2016-2017 school year, and return by February 27, 2017:

- ☐ Risk Assessment Update – This includes a review of operations, including but not limited to, a review of financial policies and procedures and the testing and evaluation of internal controls. The purpose is to identify factors or conditions that threaten achievement of your objectives. It involves identifying significant risks to the effectiveness and efficiency of operations, to the reliability of financial reporting, and compliance with policies, procedures, applicable laws and regulations.

- OR -

- ☐ Audit – This entails more extensive testing of one specific area of internal controls. Testing is focused on key controls within the particular internal control area, which could or are likely to have a significant impact on the accuracy, effectiveness, and/or efficiency of the process. Samples of key internal controls and transactions are tested, and processes are reviewed, including discussions with staff regarding processes. Below is a list of control areas available for testing:

- | | |
|--|--|
| ☐ Revenue and Cash Management | ☐ Accounting and Reporting |
| ☐ Purchasing and Expenditures | ☐ Assets and Inventory |
| ☐ Payroll and Personnel | ☐ Facilities Maint. and Construction |
| ☐ Extraclassroom Activity Fund | ☐ Student Services and Data |
| ☐ Governance | |

- OR -

- ☐ Alternate Selection. Please describe in the blanks below:

District Name:

Signature of Board President/Representative:

Date:

Please scan and email this form to jkephart@tstboces.org, or mail to Julie Kephart, Internal Auditor, TST BOCES, 555 Warren Rd, Ithaca, NY 14850. Thank you!