



LIBERTY CENTRAL SCHOOL DISTRICT



DISTRICT OFFICE

Lorine Lamerand, Business Manager

Corrective Action Plan

External Audit June 30, 2016

General Fund

- A. Management has discussed the posting of inter-fund transfers with the accountant at the Central Business Office (CBO) at BOCES and has requested that data be posted monthly and reconciliation reports to be provided to district management. Any discrepancies will be identified and corrected each month.

Capital Fund

- A. Management has requested that encumbrances be posted monthly by the accountant at the BOCES CBO. These are to be approved by district management each month.

Other

- A. The District has discussed the user rights of the individuals responsible for the financial records at the CBO with the CBO Management. Plans are in place for district management, the external auditor and CBO management to identify and correct the overly broad permissions in mid-January 2017. These will be corrected prior to the audit for year ending June 30, 2017.

Extra-classroom Activity Fund

- A. Management will review any clubs that have limited activity with the Extra-Classroom Activity Treasurer and direct him to close any that do not follow board policy. The district will continue to monitor the activity of all extra-curricular clubs. When inactivity is apparent, recommendation will be coordinated with the Building Principal to dissolve the club.