

**CARMEL CENTRAL SCHOOL DISTRICT**  
81 South Street, P.O. Box 296  
Patterson, New York 12563

**CORRECTIVE ACTION PLAN FOR PAYROLL AND PERSONNEL INTERNAL  
AUDIT 2021-2022**

**AUDITOR'S FINDINGS AND RECOMMENDATIONS:**

**Payroll Policies:**

During our review of the District's payroll and personnel policies, it was noted that several of the policies have not been reviewed or updated for many years.

We recommend that all of the District's payroll and personnel policies are reviewed on an annual basis and updated where necessary.

**Corrective Action:**

The Board of Education Policy Committee are currently updating many District policies and will update the payroll and personnel policies where necessary.

**Person(s) Responsible for Implementation:**

BOE Policy Committee  
Assistant Superintendent for Business

**Implementation Date(s):**

Immediately and July 2022 through June 2023

**Payroll Budget Code Review:**

During our review of the payroll budget codes, it was noted that there were payroll budget codes that were overspent.

We recommend that payroll budget codes are reviewed for overspent payroll budget codes and necessary budget transfer are made prior to payment.

**Corrective Action:**

The Payroll Department will work with Accounting and Human Resources to review and make any necessary changes to account codes or submit any budget transfers required.

**Person(s) Responsible for Implementation:**

Assistant Superintendent for Business

Assistant Business Manager

Human Resources Director

**Implementation Date(s):**

Immediately and July 2022 through June 2023

**Payroll Bank Reconciliation:**

During our review of the payroll bank reconciliation, we found there to be stale outstanding checks listed on the bank reconciliation.

We recommend that the stale outstanding checks listed on the payroll bank reconciliations are researched and proper action be taken for each.

**Corrective Action:**

Accounting will work with the Payroll Department on a monthly basis to review and research outstanding paychecks and take appropriate action to resolve.

**Person(s) Responsible for Implementation:**

District Treasurer

Payroll

**Implementation Date(s):**

Immediately and July 2022 through June 2023

**Health Insurance Buyout:**

During our review of the District's health insurance buyout listing, it was noted that some employees did not have health insurance opt-out forms available for our review and there was no proof of insurance information available for others.

We recommend that required documentation for District employees is reviewed and any missing information is followed up on.

**Corrective Action:**

The Human Resources Department has created an updated health insurance buyout form and will follow up with requesting required supporting documentation for employees prior to issuing the next payment.

**Person(s) Responsible for Implementation:**

Assistant Superintendent for Business

Human Resources Director

**Implementation Date(s):**

Immediately and July 2022 through June 2023

**Retiree Health Insurance Census:**

During our review of the District's census letters for retirees, it was noted that some employees did not return their retiree health insurance census letter, with no follow up performed.

We recommend that an individual is assigned the responsibility of contacting and following up with retirees that failed to provide the District with necessary paperwork.

**Corrective Action:**

The District has implemented a follow up procedure to follow up on required documentation prior to processing reimbursement payments.

**Person(s) Responsible for Implementation:**

Assistant Superintendent for Business  
Human Resources Director

**Implementation Date(s):**

July 2022

**Employee Personnel Files:**

During our review of the District's employee personnel files, it was noted that checklists were not being kept for all required documentation for all personnel files.

We recommend that all required documentation for District employees is reviewed on a regular basis and a checklist be put into each file to ensure all of the required documentation is available.

**Corrective Action:**

The Human Resources Department is currently updating templates to ensure all required documentation is obtained for onboarding employees.

**Person(s) Responsible for Implementation:**

Assistant Superintendent for Business  
Human Resources Director

**Implementation Date(s):**

Immediately and July 2022 through June 2023

**Sick Bank:**

During our review of the District employees' usage of the sick bank we found that there is no formal form used for the approval of the usage of the sick bank.

We recommend that all usage of the sick bank go through a formal review and approval process and that there is a universal form used at the District.

**Corrective Action:**

The Human Resources Department is currently in the process of developing a form that will comply with varying contractual requirements across the different bargaining units.

**Person(s) Responsible for Implementation:**

Assistant Superintendent for Business  
Human Resources Director

**Implementation Date(s):**

July 2022 – June 2023