

**LONG LAKE CENTRAL SCHOOL
CORRECTIVE ACTION PLAN TO SCHEDULE
OF AUDIT FINDINGS AND RECOMMENDATIONS
JUNE 30, 2018 AUDIT**

Unassigned Fund Balance

Franklin-Essex-Hamilton BOCES is currently undergoing a capital project. Long Lake CSD's share of the capital project expense is \$139,906 payable over 3 installments with the first payment due January 10, 2019. The Long Lake CSD Board of Education chose to pay their share through fund balance rather than financing it. The unassigned fund balance above the 4% limitation by law will be used for this BOCES capital project.

Tax Collector

Currently there is no one assigned or trained to serve as the backup to the Tax Collector. Business Manager Victoria Snide will be trained as the backup Tax Collector and appointed yearly as a Deputy Tax Collector at the Reorganizational Meeting.

Extraclassroom Account –Reconciliation of Cash

Due to staffing limitations, Long Lake Central School is unable to assign additional personnel to perform separate duties when it comes to extraclassroom account activity. A thorough review of extraclassroom accounting controls will be performed by the Business Manager on a monthly basis to help eliminate the internal control risk.

Prepared by Victoria Snide
November 14, 2018

Approved by Board of Education: December 13, 2018