

PORT JEFFERSON UFSD AUDIT COMMITTEE YEAR END REPORT 2020 - 2021

Meeting Oct 01, 2020
External Auditor R. S. Abrams

Financial statements of the governmental activities
The report found no significant difficulties, misstatements, or disagreements with our administration

Current year findings and recommendations:

Cash: 18 checks totaling > \$2278.13 extra classroom bank reconciliations

Budget transfers: 4 of 5 budget transfers recorded prior to superintendent/board approval

Payroll: claims auditor should sign payroll report. District treasurer should sign payroll reports instead of check marks.

Purchasing & expenditures: develop policy to cancel paid invoices.

Extra-classroom accounts: deposit cash receipts with student signatures in a timely manner.

Prior year recommendations:

Purchasing & expenditures: **Not implemented**

Claims Audit: **Not implemented**

District Treasurer: **Not implemented**

Accounts Payable/Encumbrances: **Implemented**

Extra-classroom account: **Partially Implemented**

Interfund receivable & payables: **Implemented**

Meeting Dec 15, 2020
Nawrock Smith LLP

Annual risk assessment update pertaining to the internal controls of district operations.

Recommendations: Payroll

1. Development formal documented guidelines, re: payroll accounting and procedures, processing, disbursements, and tax filing procedure.
 2. Limit permission to edit/update payroll, et. al. to the senior payroll account clerk.
- No other recommendations.

Prior year recommendations:

1. Facilities - preventative maintenance program. **In progress**
2. Extra classroom Activity Fund - sales tax charged by vendors. **In progress**
3. Student data management - guideline re: student performance. **In progress**
4. Student data management - audit logs through PowerSchool. **In progress**
5. Policy 5100 - Attendance monitoring written notification. **Complete**
6. Grade change form update for principal/guidance signatures. **Complete**
7. Grade change lockout documented guidelines. **In progress**
8. Office of tech - user permission evaluation. **Complete**
9. SOC eSchool - student data management privacy & security. **In progress**

Risk Rating & Opinion:

Inherent risk rating: **High**

Control risk rating: **Low** (PJUFSD)

Audit opinion: **Satisfactory** (district control environment)

Audit comment: Aimed for improved effectiveness of payroll cycle and the related responsibilities and controls within the payroll office.