

Ichabod Crane CSD EXTERNAL AUDIT: CORRECTIVE ACTION PLAN FOR 2023-24

Audit Period	Financial Area	Internal Auditor Findings	ICC Response to Auditor Findings	ICC Corrective Action Plan	Target Complete Date	Status	Contact
Prior Year #1	Disbursement Testing	During testing of disbursements, auditors discovered 2 purchase orders dated after the invoice	District does have procedures and protocols in place in order to follow the proper purchasing processes. In situations such as this, the Claims Auditor will note the exception on monthly report and the Purchasing Agent will follow up with employee who did not follow the proper procedures.	District holds annual training for an employee that has requisition rights in the purchasing system. The training is held by the district's internal auditor.	10/30/2024	In progress	Michael Brennan, Business Manager plus District's Claim (R. Phillips) and Internal Auditors (M. Wolff)
Prior Year #2	Payroll	During control testing noted 2 instances where the I9 was not on file.	District does have procedures and processes in place for the collection of I-9's and Salary Letters. The I9 has since been completed by the employees.	The district will monitor the effectiveness of the processes and follow up with every I9 not returned.	10/30/2024	Completed	Michael Brennan, Business Manager
<i>Michael J. Brennan</i>							
10/7/24							
MJB							
<i>Marie Digirolamo</i>							
Marie Digirolamo, Superintendent of Schools							
10/7/2024							