

October 28, 2019

NYS Education Department  
Office of Audit Services  
89 Washington Ave., Room 524 EB  
Albany, NY 12234

Dear Sir:

The purpose of this correspondence is to provide your office with the Laurens Central School District's response to the management letter as written by district auditors, Cwynar and Company.

**Comment #1: Purchase Order Increases (LCSD19.1)**

The Auditor recommends that the district should ensure that any expenditure exceeding the PO by more than \$25 receives proper approval prior to purchase. Alternatively, the district could consider increasing the threshold.

**District Response:**

The district found that the message to the vendor regarding Purchase Order Increase was not printing properly. The district has corrected this error and, as recommended by the auditors, increases our overage threshold to 10% of the total PO amount.

**Comment #2: Timeliness of Deposits (LCSD 19.2)**

The Auditor recommends funds be deposited within 2-3 business days after being collected.

**District Response:**

During the school year, funds are logged as soon as received by the treasurer's office. Then deposited with the bank at least 1 to 2 times per week. Summer deposits are not deposited as often. The district will update its procedure to continue to make deposits 1 to 2 times per week during the summer.

**Comment #3: Miscellaneous Billing Rates (LCSD 19.3)**

The Auditor recommends the district set Billing rates in writing and adhere to those rate for future billing.

**District Response:**

The district set our billing rates at the June Board of Education meeting and will continue to set the rates every year.

**Comment #4: Purchase Order Increases (LCSD19.4)**

The Auditor recommends that the district implement procedures to require closer tracking of line items that may be overspent and ensure that budget transfers are made prior to overspending an expenditure line item.

**District Response:**

The district reviews negative line items and makes authorized budget transfers every single month. For the 2018-19 school year only, the transfer for June 2019 were not posted. This was an unintentional oversight by the District Treasurer. The district will continue to monitor budget line items every month.

**Comment #5: Fixed Asset Updates (LCSD 19.5)**

The Auditor recommends the district implement a procedure to include total capital project costs as a fixed asset addition in the update submitted to the appraisal company.

**District Response:**

The district will start reporting total project cost as they are finished on our fixed asset change spreadsheet.

**Comment #6: Extraclassroom Cash Receipts (LCSD 19.6)**

The Auditor recommends that cash collection reports should be accompanied by a source of revenue report. This could include a list of funds collected by name, ticket sales, fundraising profit and lost reports, etc.

**District Response:**

The source of revenue reports are kept with the club folders. At the time of the audit, the club folders are not in the possession of the Extracurricular Treasurer. These folders are turned into the Extracurricular Treasurer over the summer months. The Extracurricular Treasurer would like the auditors to review the deposits over the summer when the club folders are available.

Please contact my office at (607) 432-2050 Ext. 1121 or 1141 should you have any questions about the information provided.

Sincerely yours,

Romona N. Wenck  
Superintendent