

BUSINESS & FINANCE DIVISION

Report No. 15

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

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**SUBJECT:** Board Acceptance of Corrective Action Plan for Audit 2019-2020

**DATE:** December 21, 2020

**REASON FOR BOARD CONSIDERATION:**

As part of the Five Point Plan, The Board of Education must approve the corrective action plan of the district in response to the management letter included in the audit for the 2019-2020 school year.

**FACTS AND ANALYSIS:**

The 2019-2020 Audit has been completed by our auditors, Pinto Mucenski. Hooper Van House & Co., CPA, PC. A formal response to the auditor's management letter and a corrective action plan to address findings must be prepared within 90 days of receipt of the audit. To the extent practical, the plan must be implemented prior to the end of the next fiscal year.

**RECOMMENDED ACTION:**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_,  
that having the recommendation of the Superintendent of Schools, the Board of Education of the Ogdensburg City School District does hereby approve the response and action plan to be submitted to SED on the 21<sup>st</sup> day of December 2020.

**APPROVED FOR PRESENTATION TO THE BOARD:**

  
\_\_\_\_\_  
Superintendent

KK/pks

# Ogdensburg City School District

1100 State Street  
Ogdensburg NY 13669

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Business Manager  
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New York State Education Department  
Office of Audit Services  
89 Washington Avenue, Room 524 EB  
Albany, NY 12236

December 21, 2020

Dear Sir or Madam:

As required in the regulations of the New York State Education Department, we are responding for submittal of a Corrective Action Plan in regard to the Internal Audit of the Ogdensburg City School District by Seyfarth and Seyfarth, Certified Public Accountants, P.C. Following is the corrective action for the recommendations in the Internal Audit Report.

- 1) We will reinforce to our new employees and all staff that the Requisition and Purchase Order must be completed and approved before any purchase, this was implemented immediately and is reinforced continuously.
- 2) We will institute an updated policy in regard to our IT/Cyber Security and examine all points listed by Seyfarth and Seyfarth, CPA, P.C. over the next year and update in the school year 2021-2022.

If I can be of further assistance, please contact me at 315-393-7912 ext. 40280 or [psmithers@sliboces.org](mailto:psmithers@sliboces.org).

Sincerely,

Patricia K Smithers  
Business Manager  
Ogdensburg City School District

