

Ogdensburg City School District

1100 State Street
Ogdensburg NY 13669



Kaleb Bertrand
Business Manager
(315) 393-7912 Ext. 40280
Fax: (315) 393-2767

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

June 21, 2022

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 that will be in effect 6/21/2022.

Recommendations-Purchasing:

- Purchases will not be made prior to getting the purchasing agent's approval and obtain a purchase order.
- Purchase orders will not be issued after the fact.
- Permanent District records will reflect the proper date of claims auditor review.
- The claims auditor will report issues to the Board of Education.
- In the future district policy will be updated to state the employee requisitioning will provide quotes to the purchasing agent as required.

Recommendations-Payroll

- Documentation of supervisor approval will be retained in the District records.
- Payroll items are coded to wage expenditure codes.

If I can be of further assistance, please contact me at 315-393-0900 ext. 40280 or kaleb.bertrand@silboces.org.

Sincerely,

A handwritten signature in blue ink that reads "Kaleb Bertrand".

Kaleb Bertrand
Business Manager
Ogdensburg City School District

