

PKF O'CONNOR DAVIES AUDIT RECOMMENDATIONS - 10/30/20			Last	Estimated	Person
Status	Description of change	Updated September 30, 2021	Updated	Completion	Responsible
Done	Town purchasing policy is followed, exception requisitions include general notes explanation of sole provider and reason.	1. <u>COMPLIANCE - PURCHASING - COS-1 Recommendation</u> - We recommend that the Education Department immediately implement procedures to comply with the Town's purchasing policy.	2/9	Complete	Paul Hendrickson
Done	1.28.21 Meeting with Town Purchasing Director, stated he understood that TBOE has unique purchasing processes and TBOE should state such needs in PO detail.	2. <u>COMPLIANCE - PURCHASING - COS-2 Recommendation</u> - Due to the certain unique aspects of education related purchases, we recommend that the Town and District review the current purchasing policy and update the policy to address specific education related exemptions to the Town's purchasing requirements.	2/9	Complete	Paul Hendrickson
Done	TBOE is following State Statute. The first transfer of 2020-21 was approved by the Finance Committee at its 2/25 meeting and forwarded to the Board of Education for consideration.	3. <u>COMPLIANCE - BUDGET TRANSFERS – COS-3 Recommendation</u> – We recommend that the District immediately begin complying with State Statutes and their policy regarding budget transfers.	2/9	Complete	Paul Hendrickson
Done	TBOE is following this procedure starting 20-21.	4. <u>COMPLIANCE - BUDGET TRANSFERS – COS-4 Recommendation</u> – We recommend that if and when the Education Department records the excess cost grant as a credit to expenditures that the credit be posted to the overspend special education budget lines.	2/9	Complete	Paul Hendrickson
Done	TBOE will show the excess cost grant in the 200 Fund for 20-21.	We also recommend that the excess cost grant be recorded in the grants fund so that all activity is presented gross in the financial statements.			
Done	TBOE is following Town Charter.	5. <u>COMPLIANCE - ISSUANCE OF DEBT – COS-5 Recommendation</u> – We recommend that the Board of Education comply with the Town Charter and obtain proper authorization to issue notes (debt).	2/9	Complete	Paul Hendrickson
Town	Town Recommendation	6. <u>COMPLIANCE - ISSUANCE OF DEBT – COS-6 Recommendation</u> – We also recommend that the Town consider for the next charter revision updating of Section VI to address all types of debt issuances.			Town
Done	TBOE is following Town purchasing policy.	7. <u>PURCHASING – PUR-1 Recommendation</u> – <i>This Recommendation was not numbered (page 17)</i> . We recommend that the District immediately implement procedures to comply with the Town's purchasing policy.	2/9	Complete	Paul Hendrickson
Done	TBOE records all purchases with the requisition (req) to	8. <u>PURCHASING – PUR-2 Recommendation</u> – <i>This Recommendation was not numbered (page 17)</i> . We	2/9	Complete	Paul Hendrickson
		9. <u>PAYROLL – PAY-1 Recommendation</u> – We recommend that the Payroll and Insurance Manager be In addition, we recommend that a payroll change report be produced, reviewed and approved by the Human	9/30/21	10/31/21	Paul
In Progress	Began the review process; reviewed gross amounts	10. <u>PAYROLL – PAY-2 Recommendation</u> – We recommend that the payroll register be reviewed and approved	7/8	Ongoing	Paul Hendrickson
Done	21-22 Budget approval of position needed-however	11. <u>PAYROLL – PAY-3 Recommendation</u> – We recommend that the District consider filling the vacant position	2/9	Complete	Paul Hendrickson
In Progress	9/30 - Discussed transition with HR.	12. <u>PAYROLL – PAY-4 Recommendation</u> – We recommend that the Human Resources Department process	9/30/21	10/31/21	Paul
Done	TBOE is in the process of implementing Nova Time.	13. <u>PAYROLL – PAY-5 Recommendation</u> – We recommend that the District implement procedures to automate	2/9	Complete	Paul Hendrickson
		14. <u>HUMAN RESOURCES – HR-1 Recommendation</u> – We recommend that the Human Resources Department	9/30/21	10/31/21	Paul

In Progress	Position Control training began with Tyler Technologies A second session to review District data is scheduled for 9/30 - Phone conference set-up with Tyler Tech on 10/8 to arrange training	15. <u>HUMAN RESOURCES – HR-2 Recommendation</u> – We recommend that the Human Resources Department We also recommend that the spreadsheet be made available or sent to the Business Office for the purpose of We recommend that request for new positions should only be approved if a funding source is identified.	9/30/21	11/30/21	Paul
In Progress	Munis Employee Self Service (ESS) will be implemented	16. <u>HUMAN RESOURCES – HR-3 Recommendation</u> – We recommend that the District implement the	3/15	After 7/01/21	Paul Hendrickson
Done	Effective 7/1/21-AP Coordinator will bill for insurance	17. <u>INSURANCE AND BENEFITS – IB-1 Recommendation</u> – We recommend that the process of billing,	6/8	Complete	Paul Hendrickson
Done	Accounts Payable Coordinator is facilitating all invoices	18. <u>ACCOUNTS PAYABLE – AP-1 Recommendation</u> – We recommend that all invoices are mailed to the	2/9	Complete	Paul Hendrickson
Done	A/P Coordinator now has a "Paid" stamp that she uses to	19. <u>ACCOUNTS PAYABLE – AP-2 Recommendation</u> – We recommend that all invoices be cancelled to prevent	2/9	Complete	Paul Hendrickson
Done	Accounts Payable Coordinator is facilitating all invoices	20. <u>ACCOUNTS PAYABLE – AP-3 Recommendation</u> – We recommend that all invoices that are to be mailed be	2/9	Complete	Paul Hendrickson
Done	Accounting Support records all revenue based on	21. <u>CASH RECEIPTS – CR-1 Recommendation</u> – We recommend that revenue be recorded, where possible,	6/8	Complete	Paul Hendrickson
Done	Insurance billing and collection to be segregated 7/1/21,	22. <u>CASH RECEIPTS – CR-2 Recommendation</u> – We recommend that the processing of billing, collections,	6/8	Complete	Paul Hendrickson
Done	All schools & departments are now bringing deposits to	23. <u>CASH RECEIPTS – CR-3 Recommendation</u> – We recommend that when all monies are transmitted that the	6/8	Complete	Paul Hendrickson
Done	Munis Funds Totals and General Fund monthly detail	24. <u>FINANCIAL REPORTING – FIN-1 Recommendation</u> – We recommend that the Board of Education be	2/9	Complete	Paul Hendrickson
Done	All Funds are reported (including tie out to Munis Funds Done - reported monthly Done - reported monthly There is no Transportation Fund. All funds are reported monthly.	25. <u>FINANCIAL REPORTING – FIN-2 Recommendation</u> – We recommend that the District comply with the · School lunch fund · Grant fund · Transportation fund Reports for other funds can be provided on a less frequent basis than monthly but should be no less than	2/9	Complete	Paul Hendrickson
Done	As of 7/1/21 I/T will have administrative rights	26. <u>MUNIS UTILIZATION – MUNIS-1 Recommendation</u> – We recommend that the I/T Director have access to	6/8	Complete	Paul Hendrickson
Done	Munis System Administrator and Asst. Business Manager	27. <u>MUNIS UTILIZATION – MUNIS-2 Recommendation</u> – We recommend that system rights for all employees	2/9	Complete	Paul Hendrickson
Done	The District's 21-22 budget practices and related chart	28. <u>MUNIS UTILIZATION – MUNIS-3 Recommendation</u> – We recommend that the District review the current	6/8	Complete	Paul Hendrickson
In Progress	TBOE Business Office is now in meetings with NovaTime 3/30 - Meeting between Facilities Staff and NovaTime to understand pay rules/policies. 4/7 - Meeting between Food Service Staff and NovaTime to understand pay rules/policies. 4/14 - Reviewed timeclock operation; reviewed data required for personnel upload. 4/21 - Discussed training on system use for staff. 4/28 - Reviewed process for extracting custodial demographic data from MUNIS and importing into NovaTime. 9/30 - All non-certified personnel except paras are using NovaTime. Doing comparison of timesheets v. Nova Time. Imported NovaTime data for payroll	29. <u>NOVA – NOVA-1 Recommendation</u> – We recommend that the district develop a strategy to identify a plan We have made recommendations related to the District's budget practices and related chart of accounts in the Review of Budget Development, Budget Transfers and Actual Expenditures section.	9/30	11/30/21	Paul Hendrickson
Done	Health Insurance spreadsheet completed for 2021-22	30. <u>HEALTH INSURANCE COVERAGE – HIC-1 Recommendation</u> – We recommend that the budget support	3/3	Complete	Paul Hendrickson
Done	Health Insurance spreadsheet completed for 2021-22	31. <u>HEALTH INSURANCE COVERAGE – HIC-2 Recommendation</u> – We recommend that the budget support	3/3	Complete	Paul Hendrickson

Done	TBOE budgeted 21-22 with employee insurance	32. <u>HEALTH INSURANCE COVERAGE – HIC-3 Recommendation</u> – We recommend that the employee	6/8	Complete	Paul Hendrickson
Done	A formal job description has been received.	33. <u>PAYROLL LUNCHROOM AIDES – PAY-1 Recommendation</u> – We recommend that the District review the use of these employees are performing tasks for the school principals, that time must be charged to the general	7/8	Complete	Paul Hendrickson
Done	All employees have been budgeted in 21-22 according to	34. <u>PAYROLL PARAS – PAY-2 Recommendation</u> – We recommend that the District budget all non teachers · Extra/substitute paraprofessional work 32.5 hours per week for 39 weeks per year. The estimated payroll	2/9	Complete	Paul Hendrickson
Done	All employees have been budgeted in 21-22 according to	35. <u>PAYROLL for GEN FUND, LUNCH, SPEC REV – PAY-3 Recommendation</u> – We recommend that the District	2/9	Complete	Paul Hendrickson
Done	Custodians have been budgeted in 21-22 according to	36. <u>PAYROLL CUSTODIANS – PAY-4 Recommendation</u> – We recommend that custodian regular salary budget	2/9	Complete	Paul Hendrickson
Done	Analyzing custodians / maintenance / security guards	37. <u>PAYROLL CUSTODIANS – PAY-5 Recommendation</u> – We recommend that remaining salary accounts in the	6/8	Complete	Paul Hendrickson
Done	A 3 year analysis is shown on the 21-22 budget lines and	38. <u>PAYROLL POLICE– PAY-6 Recommendation</u> – We recommend that the prior year’s actual expenditures (3	2/9	Complete	Paul Hendrickson
Done	Overtime (OT) has been budgeted in 21-22 according to	39. <u>PAYROLL SECURITY GUARDS – PAY-7 Recommendation</u> – Overtime budget estimates should be properly In addition, overtime should be properly monitored and controlled and if the District’s staffing needs change a	2/9	Complete	Paul Hendrickson
Done	Analyzing custodians / maintenance / security guards	40. <u>PAYROLL MAINTENANCE – PAY-8 Recommendation</u> - Overtime budget estimates should be properly	6/8	Complete	Paul Hendrickson
Done	Budgeted amount was based on average of three years actuals.	41. <u>PAYROLL RETIREMENT – PAY-5?? Recommendation</u> – I believe this was numbered incorrectly (page 42). We recommend the District implement procedures to document and track savings in the salary budget due to retirements. This will provide the District the information necessary to be able to properly estimate and budget this amount.	2/9	Complete	Paul Hendrickson
Done	The Business Office received 2021-22 projections from	42. <u>TRANSPORTATION – TRP-1 Recommendation</u> – We recommend that the budget support be developed and	3/3	Complete	Paul Hendrickson
Done	The Business Office received 2021-22 projections from	43. <u>TRANSPORTATION – TRP-2 Recommendation</u> – We recommend that the budget support be developed and	3/3	Complete	Paul Hendrickson
Done	There will be a Grant Fund account set up for Excess Cost	44. <u>TRANSPORTATION – TRP-3 Recommendation</u> – We recommend that when the excess cost grant is	6/8	Complete	Paul Hendrickson
Done	The newly hired Pupil Personnel Services (PPS) Director	45. <u>SPECIAL EDUCATION – SPED Recommendation</u> – This Recommendation was not numbered (page 53). We · Only students who are expected to exceed the State Department of Education minimum threshold	2/9	Complete	Paul Hendrickson
Done	The PPS Admin Asst has developed a SEECG In House	· We recommend that a form be developed and implemented to estimate the total cost for identified This will create efficiency and eliminate unnecessary accounting and reporting for students who are not Using actual estimates vs. amount in excess of the minimum threshold will reduce the risk of over			
Done	PPS and the Business Office have implemented these	46. <u>SPECIAL EDUCATION – SPED-2 Recommendation</u> – Below are recommendations regarding the internal We did not perform any detailed testing of the form and therefore some of the recommendations below may <u>Review of Excess Cost Reimbursement Reports – We recommend that the Board of Education develop and</u> · Develop procedures and related forms to ensure that actual costs are reported on the SEECG form. · Develop procedures and related forms to properly track costs by student and prepare and update the · Vendors must be required to provide details on the students for which services were performed. · Allocation methodologies must be formally documented and reviewed and approved by the Business · Costs be reconciled to the general ledger (transportation, supplies, OT/PT, etc.), where appropriate. · The tracking forms and related reconciliations and final amounts to be reported on the SEECG form must	2/9	Complete	Paul Hendrickson
Done	Future TBOE projects and debt issuance will be formally	47. <u>ENERGY FINANCING AND UTILITIES – EFU-1 Recommendation</u> – We recommend that future projects be We also recommend that the related debt issuance also be formally approved by the Town in accordance with	2/9	Complete	Paul Hendrickson
Done	Redemption of Principal org & object and the Debt	48. <u>ENERGY FINANCING AND UTILITIES – EFU-2 Recommendation</u> – We recommend that the capital projects	2/9	Complete	Paul Hendrickson

		This will ensure compliance with generally accepted account principles and provide transparency in reporting				
Done	Redemption of Principal org & object and the Debt	49. <u>ENERGY FINANCING AND UTILITIES – EFU-3 Recommendation</u> – We recommend that the District establish	2/9	Complete	Paul Hendrickson	
Done	TBOE is following Town Charter regarding capital	50. <u>EQUIPMENT FINANCING (TD BANK NOTES) – EFTD-1 Recommendation</u> – We recommend that future We also recommend that the related debt issuance also be formally approved by the Town in accordance with	2/9	Complete	Paul Hendrickson	
Done	Redemption of Principal org & object and the Debt	51. <u>ENERGY FINANCING AND UTILITIES – EFTD-2 Recommendation</u> – We recommend that the capital projects This will ensure compliance with general accepted account principles and provide transparency in reporting	2/9	Complete	Paul Hendrickson	
Done	Redemption of Principal org & object and the Debt	52. <u>ENERGY FINANCING AND UTILITIES – EFTD-3 Recommendation</u> – We recommend that the District	2/9	Complete	Paul Hendrickson	
Town	Town Recommendation	53. <u>DEBT SERVICE SCHEDULE – DSS-1 Recommendation</u> – We recommend that the Town properly include the				Town
Done	TBOE has begun the transfer of funds from GF and will	54. <u>SPECIAL REVENUE FUNDS ANALYSIS – SRF-1 Recommendation</u> – We recommend that the District properly	6/8	Complete	Paul Hendrickson	
Done	TBOE has begun the transfer of funds from GF and will	55. <u>SPECIAL REVENUE FUNDS ANALYSIS – SRF-2 Recommendation</u> – We recommend that the District develop	6/8	Complete	Paul Hendrickson	
Done	July 1st 2021 the Magnet and Open Choice Grants will	56. <u>SPECIAL REVENUE FUNDS ANALYSIS – SRF-3 Recommendation</u> – We recommend that the Open Choice We also recommend that eligible expenditures be recorded in the grants funds to reduce the pressure on the	2/9	Complete	Paul Hendrickson	
Done	TBOE has begun the transfer of funds from GF and will	57. <u>SPECIAL REVENUE FUNDS ANALYSIS – SRF-4 Recommendation</u> – We recommend that the District review <ul style="list-style-type: none"> · Whether the program should be reported as a special revenue fund or general fund budget line. · Whether funds with positive balances that are not restricted for a particular purpose can be used to · Whether the fund should be recorded in another fund (THS funds). 	6/8	Complete	Paul Hendrickson	
Done	The allocated costs have been received by the	58. <u>SCHOOL LUNCH PROGRAM – CF-1?? Recommendation</u> – <i>This Recommendation was not numbered (page</i> We recommend that all costs allocated to the school lunch program fund be properly supported by actual costs	7/8	Complete	Paul Hendrickson	
Done	There is no plan to charge the Lunch Account with any	59. <u>SCHOOL LUNCH PROGRAM – CF-2?? Recommendation</u> – <i>This Recommendation was not numbered (page</i> We recommend that before charging expenditures to any fund that the fund be reviewed to determine if there	6/8	Complete	Paul Hendrickson	
Done	21-22 Budget was created with these talking points, as <ul style="list-style-type: none"> · Many of these recommendations were implemented · Policies and procedures will be developed for Board 	60. <u>BUDGET DEV, BUDGET TRANS, ACT EXP – BD-1 Recommendation</u> – We recommend that the District <ul style="list-style-type: none"> · Format · Supporting documentation for each significant budget line or category or department. This should include · Department responsibilities for preparation and retention of data provided. · Retention, storage and protection of budget data. · Requirement to review at a minimum of 3 years of prior year actual expended amounts and require · Documentation of budget methodology for each type of expenditure that there is no detailed support. 	3/4	Complete	Paul Hendrickson	
In Progress	Contacted Tyler Technologies and received a proposal TBOE has requested Munis to implement Position 9/30 - Phone conference set-up for 10/8 to discuss	61. <u>BUDGET DEV, BUDGET TRANS, ACT EXP – BD-2 Recommendation</u> – We recommend that the District We also recommend that the policy specifically address the process, authority and reporting requirements for	9/30	11/30/21	Paul Hendrickson	
In Progress	Contacted Tyler Technologies and received a proposal 9/30 - Phone conference set-up for 10/8 to discuss	62. <u>BUDGET DEV, BUDGET TRANS, ACT EXP – BD-3 Recommendation</u> – We recommend that all District	9/30	11/30/21	Paul Hendrickson	
Done	Transfers will be made at the appropriate time to ensure	63. <u>BUDGET DEV, BUDGET TRANS, ACT EXP – BD-4 Recommendation</u> – Per State Statutes, the Board of We recommend that the District and Board of Education comply with State Statutes in managing the	2/9	Complete	Paul Hendrickson	
Done	No explicit method shared; estimate based on last three	64. <u>BUDGET DEV, BUDGET TRANS, ACT EXP – BD-5 Recommendation</u> – We recommend that the District We also recommend that the payouts for vested sick-time be budgeted for and accounted for in a separate We do not have any information regarding the impact of the COVID 19 pandemic on teacher and other	2/9	Complete	Paul Hendrickson	

Done	Capital purchases and debt issuance will be recorded in the Capital Project Fund	65. <u>BUDGET DEV, BUDGET TRANS, ACT EXP – BD-6 Recommendation</u> – We recommend that the District properly record capital purchases and debt issuance gross as required by generally accepted accounting principles. This type of activity would be recorded in a capital project fund.	2/9	Complete	Paul Hendrickson
Done	Adjustments have been made in monthly reporting and	66. <u>BUDGET DEV, BUDGET TRANS, ACT EXP – BD-7 Recommendation</u> – We recommend that the District The improvements to site account should be used for non-maintenance related improvements to the District’s	2/9	Complete	Paul Hendrickson
Done	TBOE is following Town purchasing policy.	67. <u>BUDGET DEV, BUDGET TRANS, ACT EXP – BD-8?? Recommendation</u> – <i>This Recommendation was not</i> We recommend that the District implement procedures to ensure that purchases are made in accordance with	2/9	Complete	Paul Hendrickson
Not Followed	TBOE uses encumbrances to gauge the available balance	We also recommend that the District review the current policy in requiring all purchases to have purchase	3/4	Complete	Business Office
Done	No examples of miscoding were identified. We will	68. <u>BUDGET DEV, BUDGET TRANS, ACT EXP – BD-9?? Recommendation</u> – <i>This Recommendation was not</i> We recommend that the District implement procedures and training to ensure that transactions are recorded For fiscal year 2020, the State Department of Education as part of the audit of the EFS Form is requiring	6/8	Complete	Paul Hendrickson