

Tentative Draft

Sachem Central School District
Risk Assessment Update Report
Date, 2011

Risk Assessment Update Report

To the Board of Education and Audit Committee
Sachem Central School District
Holbrook, New York

We have performed the annual risk assessment update of the Sachem Central School District (District) as required by Chapter 263 of the laws of New York, 2005 and as per our agreement of July 1, 2011.

This engagement is in accordance with auditing standards generally accepted in the United States of America and the applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We have also considered the guidelines promulgated by the New York State Education Department in connection with such risk assessments.

Specifically, we performed the following:

- Developed an understanding of the critical business processes of the District. These critical business processes included but were not limited to:
 - Governance and planning
 - Accounting and reporting
 - Revenue and cash management
 - Payroll
 - Human resources
 - Benefits
 - Purchasing and related expenditures
 - Grants and special education
 - Facilities and capital projects
 - Capital assets
 - School lunch
 - Extraclassroom activity fund
 - Information technology
 - Student related data and services
- We identified the key risks based on our understanding of these business processes.
- We identified the stated controls that are currently in place to address those risks.

These procedures were accomplished through interviewing District management and accounting and other departmental personnel to determine the flow of accounting information and controls placed in operation. The scope of our engagement did not include testing the operating effectiveness of such controls.

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Our procedures were not designed to express an opinion on the internal controls of the District, and we do not express such an opinion. Additionally, because of inherent limitations of any internal control, errors or fraud may occur and not be prevented or detected by internal controls. Also, projections of an evaluation of the accounting system and controls to future periods are subject to the risk that procedures may become inadequate because of changed conditions.

We would like to express our appreciation for the cooperation and assistance that we received from the District's administration and other employees during our audit, especially the Business Office personnel.

This report is intended solely for the use and information of the Board of Education and its Audit Committee and the management of the Sachem Central School District, and is not intended to be and should not be used by anyone other than these specified parties.

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SACHEM CENTRAL SCHOOL DISTRICT
Introduction
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Chapter 263 of the Laws of New York, 2005 requires all districts to create an internal audit function. The creation of this function requires districts to engage either a qualified audit firm or individual to make an initial risk assessment of the design of the district's internal controls; annually update this assessment; and, periodically test these controls for operational effectiveness and efficiency. This report addresses the second requirement, which is an annual risk assessment update.

Internal controls are the checks and balances over the various processes or functions that comprise the operations of a district. One key element in any internal control system is the concept of **segregation of duties**. This concept ensures that one person cannot execute a transaction without at least one other individual checking his or her work. Of course, where segregation of duties is not feasible, the district can employ compensating controls.

Nevertheless, there are some important concepts that should be understood when reviewing internal controls. These concepts are:

- An internal control system is designed to provide reasonable but not absolute assurance in safeguarding the assets of the district.
- The concept of reasonable assurance recognizes that the cost of the internal control should not exceed the benefits derived.
- There are inherent limitations that should be recognized in considering the potential effectiveness of any internal control system, e.g., errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. More importantly, it is **collusion** that poses the greatest threat to any internal control system. If two employees collude in order to circumvent the controls set up by the district, they could perpetrate a fraud.

The initial risk assessment required the internal auditor to obtain an understanding of both the inherent and control risks associated with the various functions within the District. The risk assessment update requires the internal auditor to identify the changes in procedures, policies, personnel, and systems that may have an impact on these risks and possibly alter the initial risk assessment's level of control risk.

Control risk measures the adequacy of internal controls designed to mitigate the inherent risk within the process. In this engagement, we have assessed the control risk based upon our interview process. The testing of the controls, which is performed during the detailed testwork, could support the lowering of the initial control risk assessment associated with individual processes and sub-functions.

We have organized this report into the following two sections:

The first section is a risk assessment table. In this table, we identify the processes or functions that we have reviewed. This table includes our assessment of the control risk associated with each process. There are two control risk columns to reflect the prior year risk assessment level and the current year risk assessment level based on the results of the risk assessment update as well as the detailed testwork performed for selected processes. **Since the testing of controls has not been done for all processes, it is important to note that this table should not be viewed as the final assessment of the District's control environment.** The Risk Assessment Table also includes our suggestions for processes to be tested during the coming year. However, the decision of which processes to review in detail is at the discretion of the Audit Committee.

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The second section of this report consists of changes from the initial risk assessment related to key policies, procedures and/or controls of the functions we reviewed. Also included in this section are any new recommendations and the status of prior year recommendations, for areas of potential improvement in the District's internal controls or operations. The changes and recommendations have been considered in the assessment of the level of control risk. Some of the recommendations may require a reassignment of duties and/or an addition to District personnel. However, any enhancement of controls should be done after a careful cost-benefit analysis.

Corrective Action Plan

Commissioner of Education Regulation §170.12(e)(4) requires that a corrective action plan, approved by the board of education, must be filed within 90 days of issuance with the New York State Education Department.

The District should send the Corrective Action Plan (CAP) along with the respective Internal Audit Report via mail or email to the addresses listed below. The report needs to accompany the CAP to allow the Office of Audit Services (OAS) to reconcile the District's CAP to the report to ensure all items have been addressed (i.e., CAP is not missing any recommendations).

Submission Information – Mail & Email

New York State Education Department (NYSED)
Office of Audit Services (OAS)
89 Washington Avenue
Room 524 EB
Albany, NY 12234
Fsanda133@mail.nysed.gov

Contact

Mr. John Cushin
(518) 474-5928

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Risk Assessment Table
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(L=Low, M=Moderate, H=High)

Business Process Area	Date of Detailed Testing	Control Risk		Proposed Detailed Testing
		Prior Year	Current Year	
Governance and Planning				
Governance & Control Environment		M	M	
Budget Development, Administration, and Fund Balance Management		M	M	
Accounting and Reporting				
Financial Accounting and Reporting		M	M	
Auditing		M	M	
Revenue and Cash Management				
Revenue Management		M	M	
Billings		M	M	
Collections and Posting of Receipts	01/20/11	M	L	
Cash and Investments Management		M	M	
Bank Reconciliations		M	M	
Payroll				
Payroll Accounting and Reporting	08/26/11	M	L	
Tax Filings and Reconciliations	08/26/11	M	L	
Payroll Distribution	08/26/11	M	L	
Human Resources				
Employment Recruitment and Hiring		M	M	
Employee Administration and Termination		M	M	
Employee Attendance		M	M	
Benefits				✓
Administration		M	M	
Payments and Cost Sharing		M	M	
Purchasing and Related Expenditures				
Purchasing System and Process	01/20/11	M	L	
Payment Process	01/20/11	M	L	
Credit Cards		M	M	
Grants and Special Education				
General Processing/Monitoring		M	M	
Special Education		M	M	
Facilities and Capital Projects				
Facilities Maintenance & Operations		M	M	
Capital Projects		M	M	

* Indicates the issuance date of an agreed-upon procedures (AUP) report related to that area.

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Risk Assessment Table (Continued)
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(L=Low, M=Moderate, H=High)

Business Process Area	Date of Detailed Testing	Control Risk			Proposed Detailed Testing
		Prior Year		Current Year	
Capital Assets					
Acquisition and Disposal	01/20/11	M		M	
Maintenance and Inventories		M		M	
School Lunch					✓
Sales Cycle and System		M		M	
Purchasing and Inventory		M		M	
Federal and State Reimbursements		M		M	
Free and Reduced Lunch		M		M	
Extraclassroom Activity Fund					
General Controls and Administration		M		M	
Cash Receipts		M		M	
Cash Disbursements		M		M	
Information Technology					
Governance		M		M	
Network Security		M		M	
Financial Application Security		M		M	
Disaster Recovery		M		M	
Student Related Data and Services					
Student Attendance Data		M		M	
Student Performance Data		M		M	
Student Transportation		M		M	
Student Safety and Security		M		M	

* Indicates the issuance date of an agreed-upon procedures (AUP) report related to that area.

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GOVERNANCE AND PLANNING

Governance and Control Environment

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District is establishing a new Board Policy related to Governmental Accounting Standards Board (GASB) statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* as required.

Findings and Recommendations – Risk Assessment 2010:

We recommended that the District establish procedures to ensure that there is a current, valid contract or agreement with all employees that should include the specific benefits offered to the employee, since there were non-aligned employees without a current contract.

Risk Assessment Update – 2011 (This item is now closed):

We note that this was implemented and done on an individual by individual basis. We understand that the District and the Board developed procedures to ensure there is a current, valid contract or agreement for all employees including administrative and cabinet level employees.

Budget Development, Administration and Fund Balance Management

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

None noted.

Findings and Recommendations – Risk Assessment 2010:

We recommended that the District consider modifying the policy related to budget transfers to allow certain types of budget transfers to be made based on approval of the Superintendent. This would have applied to salary and/or capital project related budget transfers. The Board should have been notified of the budget transfers on a timely basis.

Risk Assessment Update – 2011 (This item is now closed):

We understand that a new Board-approved transfer policy related to capital projects was implemented and the District still requires the Board to approve all budget transfers on a monthly basis.

ACCOUNTING AND REPORTING

Financial Accounting and Reporting

Control Risk Level: Moderate

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Policies, procedures and controls considered to determine the level of control risk:

- The District is now recording its long-term debt and fixed assets in the Pentamation financial system. Previously this was being entered into an Excel spreadsheet and reported during the GASB 34 conversion.

Findings and Recommendations – Risk Assessment 2010:

We recommended that the community education program, child care program and building use activities be properly accounted for in the General Fund, instead of the Special Aid Fund.

Risk Assessment Update – 2011 (This item is now closed):

We found that the District is now properly accounting for these programs in the General Fund.

Auditing (External, Internal, and Claims)

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District has appointed Nawrocki Smith, LLP as the claims auditor. We understand that the District plans to process warrants bi-weekly instead of weekly (during the off payroll cycles). In addition, the claims auditor will first audit the voucher packages after the warrants are processed then perform a second audit after the checks are processed to ensure the checks agree to the voucher packages.

Findings and Recommendations – Risk Assessment 2010:

We recommend that the District consider preparing an annual authorized signature list that should be used as part of the claims auditing process.

Risk Assessment Update – 2011 (This item is now closed):

We note that an authorized signature list of all administrators and supervisors was provided to the Claims Auditor.

REVENUE AND CASH MANAGEMENT

Revenue Management

No change in risk level, policies, procedures and/or controls and no findings related to this function.

Billings, Collections and Posting of Receipts

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District has implemented the accounts receivable component of accounting module within the Pentamation financial system to establish more efficient and automated procedures related to invoicing, posting receipts and managing account balances.
- The check scanning system has been expanded to other areas (e.g., Child Care Program, Payroll for COBRA, Department of Music and Arts) to deposit the checks more timely, effectively and efficiently.

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- The web based programs (PayForIt and US Data Capture) to facilitate online payments related to the food services program has been expanded to the Child Care Program starting this 2011-12 year.

Findings and Recommendations – Risk Assessment 2011:

We note that the sequence of receipt numbers is being performed at the building location; however, this is not being tracked at the Business Office to ensure completeness.

1. We recommend that the Business Office implement procedures to ensure completeness and that there is no gap in sequence of receipt numbers prepared at the buildings, since this may represent funds that are received but are not deposited into the bank.

Findings and Recommendations – Risk Assessment 2010:

We recommended that the Business Office provide view-only access to the Pentamation financial system or send a copy of the Pentamation financial system-generated revenue statements to the Community Education Program and have them sign-off to verify the accuracy, timeliness and proper account coding of each deposit. We suggested that this process be completed on a quarterly basis. In addition, we recommended that the District implement procedures to reconcile the cash management activities of the Community Education Program to financial statements for the fiscal year.

Risk Assessment Update – 2011 (This item is now closed):

We understand that the Community Education Program employees were given view-only rights to the Pentamation financial system in October 2010. Further review found that the Community Education Program was canceled for this 2011-12 year.

Cash and Investment Management

No change in risk level, policies, procedures and/or controls and no findings related to this function.

Bank Reconciliations

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

None noted.

Findings and Recommendations – Risk Assessment 2011:

None noted.

PAYROLL

Payroll Accounting and Reporting

Control Risk Level: Low

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Policies, procedures and controls considered to determine the level of control risk:

- Revising the direct deposit advices to send them electronically to the employees via email instead of printing and handing or mailing these forms resulting in cost and time savings.
- Developed a spreadsheet to assist in the calculation of pro-rating salaries for newly hired employees and those employees that change positions.
- In the event an employee loses a payroll check, the employee is now given the choice to either sign-up for direct deposit or pay a \$25 replacement fee. This new process should bring more staff to the efficient direct deposit payment method.

Findings and Recommendations – Risk Assessment 2011:

None noted.

Tax Filings and Reconciliations

No change in risk level, policies, procedures and/or controls and no findings related to this function.

Payroll Distribution

No change in risk level, policies, procedures and/or controls and no findings related to this function.

HUMAN RESOURCES

Employment Recruitment and Hiring

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District has added more documentation to the new hire packets. For example, an e-mail account verification form is completed and sent to the Information Technology (IT) Department to assign the new employee an e-mail account.
- The Human Resources Department is being more diligent about ensuring the completeness of employee files during the hiring the process.

Findings and Recommendations – Risk Assessment 2011:

None noted.

Employee Administration and Separations/Terminations

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District is in the process of implementing a new web-based professional development program (i.e., MyLearningPlan) to facilitate the planning, managing, and tracking of these activities.
- The District has installed a new time clock system (i.e., NOVAtime), which is being piloted in the Transportation Department.

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- The Human Resources Department has taken more control over coaching and created a log to ensure that each coach has fulfilled the necessary requirements (e.g., valid first aid and CPR certificates).

Findings and Recommendations – Risk Assessment 2011:

We found that the District is in the process of piloting a time management system in the Transportation Department. The new procedures will strengthen internal controls; reduce the potential for manual mathematical errors; and streamline the payroll process. However, we note that there is opportunity for improvement since the tracking of time for other employees, particularly staff that earns overtime and/or paid hourly (e.g., facilities, security, substitute teachers, aides, etc.) is a manual process resulting in inefficiencies and potential for errors.

2. We recommend that the District consider revising procedures and contracts, if necessary, with the other bargaining units that consist of employees that earn overtime and/or are paid hourly to utilize a time management system. The implementation of this system throughout the District would result in significant operational efficiencies, stronger internal controls and reduction of potential manual errors.

Findings and Recommendations – Risk Assessment 2010:

3. We recommended that the District implement procedures to ensure that all employees are formally evaluated at least once per year, since we noted that there were no evaluations performed for some employees during the 2009-10 year.

Risk Assessment Update – 2011:

We understand that all employees are now being evaluated at least annually, except for the central registration employee as noted above. We recommend that the Personnel department monitor annual evaluations to ensure all employees receive evaluations.

Employee Attendance

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

None noted.

Findings and Recommendations – Risk Assessment 2010:

None noted.

BENEFITS

Administration

No change in risk level, policies, procedures and/or controls and no findings related to this function.

Benefits Payments and Cost Sharing

Control Risk Level: Moderate

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Policies, procedures and controls considered to determine the level of control risk:

None noted.

Findings and Recommendations – Risk Assessment 2011:

We found that there is no administrative review and approval of the health insurance buy-back payout listing (e.g., Excel spreadsheet) being performed.

4. We recommend that the District implement procedures to have an administrator review and approve the health insurance buy-back payout listing prior to processing these payments.

We note that there is no reconciliation cover sheet being attached to the insurance provider invoices as supporting documentation to improve the review and approval process.

5. We recommend that the District implement procedures to attach a reconciliation cover sheet to the insurance provider invoice as supporting documentation to strengthen the review and approval process. This should be part of the voucher package when reviewed by the Claims Auditor to approve the payment.

We understand that the two clerks in the benefits area double check the accuracy of each other's work; however, this process is not being documented.

6. We recommend that the District develop a process to formalize the procedures related to the two benefits clerks double checking each other's work on a test basis and indicate the review by initialing the source documents.

PURCHASING AND RELATED EXPENDITURES

Purchasing System and Process

Control Risk Level: Low

Policies, procedures and controls considered to determine the level of control risk:

- The School Business Administrator is now reviewing the purchase orders, to ensure available funds and correctness of the budget codes, prior to approval by the Purchasing Agent.

Findings and Recommendations – Risk Assessment 2011:

None noted.

Payment Process

Control Risk Level: Low

Policies, procedures and controls considered to determine the level of control risk:

- Processing of payments via wire transfers has been expanded to include utility companies (i.e., LIPA and National Grid) improving the timeliness of payments thus avoiding potential late fees.
- The security related to the positive pay process has been enhanced since the bank now sends numeric passwords to the key fob.

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Findings and Recommendations – Risk Assessment 2010:

We recommended that the District consider entering vendor invoices one at time to strengthen controls related to potential duplicate payments, since we were informed that invoices were sometimes grouped and not entered individually into the Pentamotion financial system. This eliminated the valuable financial system control to help prevent duplicate payments.

Risk Assessment Update – 2011 (This item is now closed):

We note that the District has implemented procedures to enter vendor invoices one at time to strengthen controls related to possible duplicate payments.

Credit Cards

No change in risk level, policies, procedures and/or controls and no findings related to this function.

GRANTS AND SPECIAL EDUCATION

General Processing and Monitoring

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

None noted.

Findings and Recommendations – Risk Assessment 2010:

We recommended that the District implement procedures to prepare a personnel activity report (PAR) to document salaries charged to the programs in compliance with the Federal Government's Office of Management and Budget (OMB) Circular No. A-87 *Cost Principles for State, Local and Indian Tribal Governments* payroll certification requirements. We noted that the PARs were completed only two times per year when the employee worked on multiple activities (such as more than one federal award or a federal and a non-federal program); however, a distribution of their salary needs to be supported by a PAR that meets the following standards:

- Reflects an after-the-fact distribution of the actual activity of each employee.
- Accounts for the total activity for which each employee is compensated.
- Prepared at least monthly and must coincide with one or more pay periods.
- Signed by the respective employee.

Risk Assessment Update – 2011 (This item is now closed):

We understand that the District implemented procedures to comply with OMB No. A-87 by preparing a PAR each month when the employee worked on multiple activities.

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Special Education

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

None noted.

Findings and Recommendations – Risk Assessment 2010:

We recommended that the District develop written, formal procedures documenting the review and approval process by the appropriate Student Services Department administrators related to the System to Track and Account for Children (STAC) and automated verification listing (AVL).

Risk Assessment Update – 2011 (This item is now closed):

We note that the Student Services Department has developed written, formal procedures related to the review and approval process of the STAC and AVL forms. In addition, we understand that there are regularly scheduled meetings between the Business Office and the Student Services Department to review these procedures on an on-going basis and revised as needed.

We recommended that the District consider streamlining procedures by providing view-only access to appropriate accounts to the Pentamotion financial system, so the Student Services Department administrators could monitor their budget codes more effectively and efficiently.

Risk Assessment Update – 2011 (This item is now closed):

We found that the Student Services Department administrators have been given view-only access to the Pentamotion financial system, so these employees can monitor their budget codes more effectively and efficiently.

FACILITIES AND CAPITAL PROJECTS

Facilities Maintenance and Operations

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The Plant Facilities Administrator developed an Excel spreadsheet that lists the usage of supplies during the past 2-3 years to improve the management of purchasing and inventory activities.
- The District is using the basement of the Waverly Avenue Elementary School to serve as a central receiving location, to store inventory, and to safeguard large purchases until they are put in place.
- The Facilities Department implemented procedures to require the maintenance staff to list the project name on the vendor invoices to improve the tracking of these activities.
- The District is utilizing energy performance contracts (EPC) to improve the facilities.

Capital Projects

No change in risk level, policies, procedures and/or controls and no findings related to this function.

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CAPITAL ASSETS

Acquisition and Disposal

No change in risk level, policies, procedures and/or controls and no findings related to this function.

Maintenance and Inventories

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District has completed its first full fiscal year utilizing the Real Asset System, which includes new capabilities that provide more efficient tracking, monitoring and reporting of capital assets.

Findings and Recommendations – Risk Assessment 2011:

None noted.

SCHOOL LUNCH

Sales Cycle and System

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The Café Central Point-of-sale (POS) system has been replaced by the QSP POS system, which is a more robust web-based system that handles the online payments in real time instead of only once per day.

Purchasing and Inventory

No change in risk level, policies, procedures and/or controls and no findings related to this function.

Federal and State Reimbursements

No change in risk level, policies, procedures and/or controls and no findings related to this function.

Free and Reduced Lunch

No change in risk level, policies, procedures and/or controls and no findings related to this function.

EXTRACLASSROOM ACTIVITY FUNDS

General Controls and Administration

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

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- The school accounting software (i.e., EPES) previously used at the High School North building is now being used District-wide resulting in standardization and improved consolidation process related to the quarterly reports submitted to the Board.

Findings and Recommendations – Risk Assessment 2011:

We note that the form used to record any transfers between clubs does not include a section for the club advisor or the student treasurer.

7. We recommend that the District update the club transfer form to include a section for the names and signatures of the club advisor and student treasurer.

Although the central treasurers send periodic account activity statements to the clubs, there are no formal procedures requiring the club advisor and student treasurer to validate that these statements agree to their financial records.

8. We recommend that the District develop procedures to require each club to maintain a financial ledger and to validate that their records agree to the central treasurer's account activity statements at least once during the year and at the end of the year.

Findings and Recommendations – Risk Assessment 2010:

9. We recommended that the District consider updating the Board policies or developing regulations to include more details related to the operations of the extraclassroom activities (i.e., all clubs need to have an annual charter and procedures for closing or inactivating clubs). In addition, we recommended that the District update Board policy Student Organizations - #5210 to remove the cross reference to policy #5200 or create policy Co-Curricular and Extra-Curricular Code of Conduct for Students - #5200.

Risk Assessment Update – 2011:

We note that Board policy Student Organizations – #5210 was updated to remove the cross reference to policy #5200. However, there have been no other revisions to Board policies related to extraclassroom activities. We again recommend that the District consider updating the Board policies or developing regulations to include more details (i.e., all clubs need to have an annual charter and procedures for closing or inactivating clubs).

Cash Receipts

Control Risk Level: Low

Policies, procedures and controls considered to determine the level of control risk:

None noted.

We found that the school store deposits do not always include a cash register tape to support the cash receipts.

10. We recommend that the District implement procedures to require the school stores to include the cash register tape to support the cash receipts. Any difference between the total per the tape and the actual deposit should be documented and explained.

Cash Disbursements

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Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The claims auditor now reviews the extraclassroom activities disbursements every two weeks instead of every week. Therefore, the club advisors need to ensure more oversight related to vendor payments to ensure the expenditures are timely.

INFORMATION TECHNOLOGY

Governance

No change in risk level, policies, procedures and/or controls and no findings related to this function.

Network Security

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District had an outside company (i.e., CDW-G) perform a forensic IT audit to review the wireless, email, firewall, remote access and network capabilities of the District. Based on the results, the District strengthened technological security by installing new dual firewalls.

Findings and Recommendations – Risk Assessment 2011:

None noted.

Financial Application Security

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District is the process of enhancing the backup procedures related to the Pentamation financial system by moving the backup tapes to an offsite location (i.e., High School East building).

Findings and Recommendations – Risk Assessment 2011:

None noted.

Disaster Recovery

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District improved the infrastructure that includes high-speed fiber network connections and a new Cisco Internet Protocol (IP) telephone system throughout the District, increasing internet capacity and efficiency. In addition, these initiatives enhance the District's disaster recovery plan.

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Findings and Recommendations – Risk Assessment 2011:

None noted.

STUDENT RELATED DATA AND SERVICES

Student Attendance Data

No change in risk level, policies, procedures and/or controls and no findings related to this function.

Student Performance Data

No change in risk level, policies, procedures and/or controls and no findings related to this function.

Student Transportation

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District has tightened security at the Transportation Department's yard by installing a security gate (i.e., PowerGate) to secure the area, restrict access and reduce vandalism of the buses.
- The buses are now equipped with surveillance cameras to view the front of the bus, in addition to the inside surveillance cameras that were already in place.

Findings and Recommendations – Risk Assessment 2011:

None noted.

Student Safety and Security

Control Risk Level: Moderate

Policies, procedures and controls considered to determine the level of control risk:

- The District has upgraded the surveillance cameras and enhanced the monitoring screens in the security command center to improve security and safety.

