

# LaFayette Central School District

*Four Schools, Three Buildings, Two Nations, One Goal: Excellence!*

LaFayette Jr./Sr. High School  
3122 Route 11 North  
LaFayette, NY 13084

Big Picture School  
3122 Route 11 North  
LaFayette, NY 13084

C. Grant Grimshaw Elementary  
5957 Route 20 West  
LaFayette, NY 13084

Onondaga Nation School  
3285 State Route 11A  
Nedrow, NY 13120

**TO:** Board of Education  
Jeremy Belfield Superintendent

**FROM:** Laurie Holtsbery, Business Administrator

**RE:** Corrective Action Plan-Financial Statements  
2021-22

**DATE:** October 18, 2022

In connection with the report Communicating Internal Control Related Matters Identified in an Audit received from Mengel Metzger Barr & Co. LLP, for the audit of the basic financial statements for the fiscal year ended June 30, 2022 the following Corrective Action Plan will be implemented.

## **Internal Controls:**

Observation: The District's internal accounting control system revealed that the bank reconciliations and journal entries are not being reviewed on a monthly basis.

Corrective Action Plan: The Treasurer will prepare the bank reconciliations and the Business Administrator will review and sign each reconciliation on a monthly basis. This procedure has already been implemented commencing with the July 2022 statements.

The Business Administrator will print, review and sign all journal entries on a monthly basis. This procedure will be implemented immediately.

## **Online Banking:**

Observation: The District does not have a dedicated computer terminal to be used exclusively for online banking.

Corrective Action Plan: While the online banking process has numerous controls in place to safeguard district funds, a dedicated computer terminal, which will be used exclusively for online banking, will be installed on or before December 31, 2022.

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**Mission:** *At LaFayette, we put students first. Our mission is to educate, honor, and develop students to have self-respect, a commitment to the community, and a passion for excellence.*

**Vision:** *Inspire, empower, and prepare all students to achieve excellence.*