



Skaneateles Central School District

Nationally Recognized For Excellence

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October 26, 2018

Office of Audit Services
87 Washington Avenue, Room 524
Albany, New York 12234

Office of the State Comptroller
Division of Local Government Services
And Economic Development
Data Management Unit, 12th Floor
110 State Street
Albany, New York 12236

Re: corrective action plan relative to the audit management letter, 2017-2018 school year

Dear Office of the State Comptroller:

Please see the below responses in regards to the 2017-2018 audit management letter received by the office of Raymond F. Wager, CPA, P.C., A Division of Mengel, Metzger, Barr and Co., LLP.:

School Lunch Fund – The district closely monitors the School Lunch Program. Our School Lunch Director continues to look for ways to increase both participation and revenue in order to maintain the financial integrity of the program.

Policies and Procedures –The district continues to work closely with Erie 1 BOCES and the district's Policy Committee to review, update and implement new policies and procedures. It is anticipated that policy review will be complete by June 30, 2019.

Segregation of Duties – The district has implemented a new process for catering services. The School Lunch Director generates the catering bill and a Food Service Worker records the payment once it is received. The payment then becomes part of our daily cash handling routine and is forwarded to the business office for processing.

Payroll – The district is in possession of the federal and state withholding forms from the five instances noted. ERS Verification letters will be kept going forward and filed accordingly.

Sincerely,

Christine DeMass