




Horseheads Central School District

Encl. #11.07
February 28, 2013

Business Office
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TO: Board of Education

FROM: Jane Bradley 
School Business Executive

DATE: February 19, 2013

RE: Corrective Action Plan –2012-13 Internal Audit Risk Assessment Update Report

Below is the Corrective Action Plan (CAP) for the January 2013 Internal Audit Risk Assessment Update Report.

4. **Assets and Inventory**
The District has completed the conversion to a new software system, RAMi. The GST BOCES Central Business Office will now be maintaining our asset and inventory records.
6. **Student Services and Data**
The Cafeteria Managers will be reviewing the student lists regularly to delete any unnecessary temporary ID numbers.
7. **Purchasing and Expenditures**
The District will be sharing this report with the GST BOCES Central Business Office so that they may review the required documentation of claims auditor approval and the required documentation for increasing a purchase order with their staff.
9. **Extraclassroom Activities Fund**
The three new Central Treasurers completed the training in November and have been performing their duties since then.

C: Jessica Hill, Internal Auditor
Gerald Archibald, External Auditor
Gene Cvik, CBO Controller
Bernadette Sramek, CBO Accountant

Quality Education for All

The Mission of the Horseheads Central School Community is to provide a quality education for all within a nurturing environment which promotes excellence, growth, and a sense of civic responsibility.