

SOUTH SENECA CENTRAL SCHOOL

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October 25, 2023

Corrective Action Plan (CAP) - Year end- External Audit-
Insero & Co. CPAs, LLP- June 30, 2023

Finding1: The School Lunch Fund's federal revenues and expenses were not properly recorded. Further, it was also noted that the inventory was not properly recorded at year end.

Action1: The Treasurer and Business Administrator will prepare monthly reconciliation against the warehouse bills and against the Child Nutrition Management Services website to ensure all revenue and expenses are properly accounted for. Further, the Treasurer and Food Service Director will coordinate yearly inventory counts. Once the Food Service Director finalizes the count, he will sent final figures to the Treasurer to record in the accounting records. The Business Administrator will be trained by the Food service Director on the monthly Federal and State Reimbursement Claims to be the backup.

Planned Implementation Date for Finding 1: On or by June 30, 2024.

CC: Stephen Zielinski, Superintendent
Board of Education, South Seneca School District

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