



Clark J. Godshall, Ed.D.
District Superintendent

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**TO: Board of Education
Dr. Clark Godshall, District Superintendent**

REF: Response to June 30, 2019 Management Letter

The following comments will address remedial action on the recommendations from our independent external auditor:

Adult and Continuing Education:

The BOCES will continue to monitor the adult and continuing education programs to ensure program revenues are sufficient to cover expenditures.

Offsite Cash Collection:

We will continue to reiterate to the Adult Education department our current policy which indicates that deposits need to be made at least weekly. The current policy will be evaluated and updated, if needed. Staff will be directed to make timely deposits. In addition, we will insist that all invoices are run through the receivable module in Wincap.

Adult Education Timesheets:

We have discussed this matter with the Adult Education department and our payroll clerk. We have insisted that all timesheets are reviewed for accuracy, not spot checked.

Federal Programs:

The Business Office will work with the Program Coordinators to include their current procedures into a procedure manual that is consistent with the federal compliance requirements for their respective program.

Respectfully submitted,

Melanie A. Conley
Director of Business Services
October 8, 2019

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