

Resolution 1/25/22

Deer Park Union Free School District  
Corrective Action Plan  
Response to Findings and Recommendations  
Audit Report – June 2021

Current Year Recommendation:

The auditors noted no areas of improvement as a result of their audit procedures for the current year.

Status of Prior Year Recommendations:

1. Vendor Database

It was recommended that the District develop procedures to ensure the vendor database does not have duplicated, stale or incomplete information on file

This recommendation was implemented.

2. Extra Classroom Activity Funds

It was recommended that the District consider revising procedures for extra classroom receipts and expenses to be properly approved, receipts be timely deposited and proper supporting documentation be maintained for expenses.

This recommendation is in the process of being implemented.

**Updated: The Extra Classroom Treasurers, Greg Menig and Carey Okurowski intend on improving the processes and having the proper supporting documentation during the 2021-2022 school year.**

3. Capital Asset Listing

It was recommended that the detailed capital asset listings be maintained on a current basis and be periodically reconciled to annual activity. It is also recommended the District conduct a full physical inventory of its capital assets during the upcoming year.

This recommendation is in the process of being implemented.

**Updated: The full physical inventory and appraisal of the District's fixed assets will be completed by June 30, 2022. The District has contracted with C-biz through a service provided by NYSIR.**