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## Poughkeepsie City School District

11 College Avenue, Poughkeepsie, NY 12603 / Tel 845-451-4960 / Fax 845-451-4955

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Laval S. Wilson, Ph.D.  
Superintendent of Schools

Jose L. Carrion  
Assistant Superintendent  
for Instruction

Dr. Ronel Cook  
Assistant Superintendent  
for Human Resources

Lynne Pampel, Ed.D  
Assistant Superintendent  
for Pupil Personnel Services

Kevin M. Sheldon  
Assistant Superintendent  
for Business

March 4, 2013

Mr. Christopher J. Ellis, Chief Examiner  
NYS Office of the State Comptroller  
Newburgh Regional Office  
33 Airport Center Drive  
Suite 103  
New Windsor, New York 12553

Dear Mr. Ellis:

Enclosed please find a copy of the District's Audit Response Letter & Corrective Action Plan which was accepted and approved by the Board of Education at the February 28, 2013 Board meeting.

Please feel free to contact me at (845) 451-4962 with any questions or concerns.

Sincerely,



Kevin Sheldon  
Assistant Superintendent for Business

*Enclosures*



COPY

c: K. Sheldon

# POUGHKEEPSIE CITY SCHOOL DISTRICT

11 College Avenue, Poughkeepsie, New York 12603 | Telephone 845-451-4900 | Fax 845-451-4955

Laval S. Wilson, Ph.D.  
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Assistant Superintendent  
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Lynne Pampel, Ed.D.  
Assistant Superintendent  
for Pupil Personnel Services

Kevin M. Sheldon  
Assistant Superintendent  
for Business

December 26, 2012

Mr. Christopher J. Ellis, Chief Examiner  
NYS Office of the State Comptroller  
Newburgh Regional Office  
33 Airport Center Drive  
Suite 103  
New Windsor, NY 12553

Dear Mr. Ellis:

The Poughkeepsie City School District is in receipt of the draft Report of Examination 2012M-179, covering the period from July 1, 2012 through March 31, 2012. This audit report reviewed activities in the nature of purchasing, claims processing as well as web applications and services. During the period of this audit, the District expended its budgetary appropriations of approximately \$150,000,000.00 and we were pleased that the audit findings called into question potential overpayments to vendors in the amounts of \$2,577 (a Dell computer purchase from the State Contract list) and \$744 (food purchases that might have been in excess of bid prices).

Economic conditions have forced school districts to reduce their workforce in an effort to keep programs in place. Accordingly, the business office staff has been reduced, yet the existing staff functions conscientiously and very efficiently.

### Recommendations 1 – 3

We will speak with our claims auditor regarding the approval of payments. We will discuss how we can better provide them with detailed information from the receiving agent when the warrant packets are presented for review by their firm. It is our practice to have the receiving agent review the invoices and the per unit prices, as well as the quantities received, matched against the itemized breakdown of the overall amount of the bid-based contracts that have been awarded. Nevertheless, we will consider what additional review of the same would be practical and effective by the claims auditor. We will review the alleged vendor overpayments and take steps to recover any overpayments that are confirmed upon such review.

### Recommendation 4

The district will disclose, in the future, employees who have an interest in a district contract. This disclosure will be included in the minutes of Board meetings under the Report by the Board Clerk. We will assure the posting of the District's Code of Ethics and include the same in all employee handbooks.

### Recommendation 5

District will review its purchasing policies and procedures for reasonableness. These policies and procedures will then be communicated to employees involved in the purchasing and procurement processes to ensure that future purchases will comply with Board polices and all applicable laws and regulations.

Recommendation 6

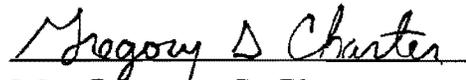
We will review computer system access rights for employees periodically. Limited staff in our Business Office reduces the opportunity to create optimal segregation of duties and coverage for employees in their absence. We believe that we have internal controls in place that are adequate but not necessarily up to the levels recommended by the Comptroller's Office.

We are pleased that District operations in the areas under review did not find evidence of fraud, theft and/or professional misconduct. We appreciate the thorough nature of the review and the professionalism of the audit team. It is expected that the District's corrective action plan will be formulated and implemented within the next two months.

Respectfully submitted,



Dr. Laval S. Wilson  
Superintendent



Mr. Gregory S. Charter  
Board Vice President