

**HICKSVILLE PUBLIC SCHOOLS
BUSINESS OFFICE**

Ms. Marianne Litzman
Superintendent of Schools

Marcy Tannenbaum
Assistant Superintendent for Business

The following are the corrective actions to address the 2018-2019 external audit management letter comments:

PRIOR YEAR'S COMMENTS:

School Food Service Fund Excess Fund Balance:

Hicksville Schools is fortunate to have a robust Food Service program. The District continues to use fund balance to support its program. In fiscal 19-20, we purchased counter top reach-in refrigerators for the High School, new cafeteria tables for the middle school as well as assorted equipment, including two panini grills and a large tilt pan, ice makers for the High School, milk coolers for Lee Avenue Elementary School, and new water coolers (fit with water bottle fillers) in all cafeterias district wide. We will continue to monitor building needs for the Food Service Program and make additional purchases as needed.

Persons Responsible: Marcy Tannenbaum, Assistant Superintendent for Business

Computer Permissions:

The auditors note that certain individuals had user permissions to access areas within the financial accounting software package that are not needed to perform their job and that a former employee still had an active user status.

The District worked with Nassau BOCES to remove all the identified employees, current and former, from roles that do not pertain to their function. The District will work with its internal auditor to address incompatible user permissions in nVision.

Persons Responsible: Marcy Tannenbaum, Assistant Superintendent for Business

Anticipated Date of Completion: June 30, 2020

Summer Program for Students with Disabilities

The District continues to work with Special Education department and Zycron to calculate and submit timely and accurate STACs.

Persons Responsible:

Marcy Tannenbaum, Assistant Superintendent for Business

Claire Hochheiser, Director of Special Education and PPS

Anticipated Date of Completion: June 30, 2020

CURRENT YEAR'S COMMENTS:

Extraclassroom Activity Funds :

The District will continue to work with faculty advisors and central treasurers to ensure sufficient back-up accompanies all requests for disbursements, including a determination of whether sales tax should be paid. We will also reiterate that all shipments must be made to a district address.

Persons Responsible: Marcy Tannenbaum, Assistant Superintendent for Business

Anticipated Date of Completion: June 30, 2020

Interfund Receivable and Payable Balances:

The District will monitor and repay interfund balances periodically throughout the year.

Persons Responsible: Marcy Tannenbaum, Assistant Superintendent for Business

Anticipated Date of Completion: June 30, 2020