

*FOLLOW UP TO PREVIOUS
REPORTS TO THE BOARD OF EDUCATION
OF*



**PATCHOGUE-MEDFORD SCHOOL DISTRICT
AS OF MAY 2018**

May 2018

The Board of Education
Patchogue-Medford Union Free School District
241 South Ocean Avenue
Patchogue, NY 11772



Board of Education:

We have been retained to function as the internal auditor for the Patchogue-Medford Union Free School District (hereinafter, "the District"). This report covers the results of our follow-up to previously issued reports to the Board of Education. It discusses the status of management's actions on the prior recommendations made in the original reports. The purpose of the follow-up is to verify that the District has implemented the agreed-upon corrective actions to strengthen the control environment. To accomplish this, we returned to the District to interview staff, perform limited tests, and/or to review new procedures that have been established.

This report contains the status of recommendations from our Report on Transportation (issued February 2016) and our Report on Benefits (Issued August 2016). The details of our original findings, as well as management's responses and the current status of our findings, are noted on subsequent pages of this report.

We would like to thank the District for its cooperation during our follow-up process. We understand the fiduciary duty of the Board of Education, as well as the role of the internal auditor in ensuring that the proper control systems are in place and functioning consistently with the Board's policies and procedures.

Should you have any questions regarding anything included in our report, please do not hesitate to contact us at (631) 582-1600.

Sincerely,

Cerini & Associates LLP

Cerini & Associates, LLP
Internal Auditors

Original Finding & Recommendation	Control Risk	Risk Level	Responsible Individual	Management's Response	Auditors' Evaluation & Status
REPORT ON TRANSPORTATION - ISSUED FEBRUARY 2016					
<p>Issue: We noted that not all buses have a GPS system.</p> <p>Recommendation: We recommend that the District look into obtaining GPS systems for each bus. This will allow the District to track on-time performance, student loading and unloading times, fuel usage, driving patterns, and consistent compliance with bus routes as planned. The GPS systems can also increase and improve on-time performance which supports greater route compliance which saves time and money.</p>	Increase efficiencies in operations and decrease costs	Low	Transportation	We have installed a GPS unit in each of the district buses. Towne Bus has GPS on some of their buses and Montauk Bus has not installed them in their bus, but also it is not in our contract with them.	<p>Status: We recommend that the District assess the feasibility of modifying the contract with Montauk Bus and Towne Bus to include GPS units in each of their buses. We will assess the status of this recommendation during our next evaluation period.</p> <p>Current Year Status: We noted the District has and will continue to determine whether it is cost feasible to modify the contracts to include GPS units on the buses. As such, this issue will no longer be monitored.</p>

REPORT ON BENEFITS - ISSUED AUGUST 2016					
<p>Issue #1: We noted one instance in which an employee did not sign their enrollment form after a change in enrollment occurred (the change in coverage was correctly implemented). The employee added a child to their health insurance on 9/19/2003, however, the NYSHIP enrollment form was not signed.</p> <p>Recommendation: We recommend that the District ensure employees complete and sign the NYSHIP enrollment form when any changes are requested.</p>	Changes in benefits may not be properly documented.	Low	Payroll	The District's practice for many years has been to ensure that all new employees complete an enrollment form and that those employees requesting changes also update their enrollment form. The exception noted dated back to the 2003 school year. Since that time, the current procedure has been strictly enforced. We will continue to strictly enforce this practice prospectively.	<p>Current Year Status: We selected 10 employees who have had a change in coverage during the 2017-2018 school year and reviewed each employee file to ensure an enrollment form was properly completed and signed in relation to the coverage change. Based on our testing, we noted that the District is maintaining the enrollment forms as recommended. This issue has been resolved.</p>