



Nugent & Haeussler, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
ESTABLISHED 1925

101 Bracken Road
Montgomery, New York 12549
Tel (845) 457-1100
Fax (845) 457-1160
e-mail: nh@nhcpas.com

Peter J. Bullis, CPA, FACFEI, DABFA
Norman M. Sassi, CPA
Christopher E. Melley, CPA
Gary C. Theodore, CPA
Julia R. Fraino, CPA
William T. Trainor, CPA
Mark M. Levy, CPA, CFP
Thomas R. Busse, Jr., CPA
Brent T. Napoleon, CPA
Jennifer L. Capicchioni, CPA
Patrick M. Bullis, CPA
Justin B. Wood, CPA

Richard P. Capicchioni, CPA
Walter J. Jung, CPA
Jennifer A. Traverse, CPA

Date: May 10, 2022

To: Audit Committee
Dobbs Ferry Union Free School District

From: Nugent & Haeussler, P.C.

Re: Internal Audit Services – Facilities Maintenance
Reference #2022-1

In accordance with our proposal and the Annual Risk Based Internal Audit Plan, we have conducted our internal audit services with respect to the Facilities Maintenance of the Dobbs Ferry Union Free School District.

CONCLUSION

The grading standards are Satisfactory, Acceptable, and Unsatisfactory.

The controls over Facilities Maintenance are rated ***Satisfactory***.

District management is to submit a response to the Audit Committee with copies to interested management and the auditor by July 31, 2022.

OBJECTIVE/SCOPE

The purpose of the internal audit services is to assist the Audit Committee in making a determination with respect to:

- To ensure that policies and procedures provide for the safeguard of District resources
- To ensure that policies and procedures provide for timely and accurate accounting of facilities related transactions
- To ensure that regular and overtime pay is properly documented, approved and certified
- To ensure that adequate documentation is maintained

- To ensure that District Facilities Maintenance policies are maintained, disseminated and adhered to
- To ensure that facilities maintenance duties are properly segregated

The internal audit covered sampled transactions from July 1, 2021 through April 30, 2022. The internal audit services were conducted on May 2nd and 3rd 2022.

PROCEDURES & FINDINGS

Facilities Maintenance Policies

During our review of the District's Facilities Maintenance policies, it was noted that several of the policies have not been reviewed or updated for many years.

We recommend that all of the District's Facilities Maintenance policies are reviewed on an annual basis and updated where necessary.

Supply Inventory

During our review of the facilities department supply inventory we found that the District does not keep a formal physical inventory of the supplies on hand.

We recommend that the District maintain a formal listing of physical inventory for all facilities related supplies and update the listing on a monthly basis. This practice will assist in ordering supplies as well as alerting management of possible theft of items in inventory.

Open Purchase Orders

During our review of open purchase orders, we found that some were not increased by the facilities department prior to submitting an invoice for payment that put the purchase order over the original purchase order balance. The purchasing agent of the District had to increase the purchase order and in some cases perform a budget transfer to allow room in the budget line for the bill to be paid.

We recommend that all open purchase orders be independently tracked by a member of the facilities department in order to avoid the purchasing agent from having to initiate the increase in the open purchase order or budget transfer.

Paid Bills

During our review of our selection of facilities maintenance related paid bills we found some instances where an invoice was dated months before payment was made.

We recommend bills are approved and paid in a timely manner. This will allow the District to avoid any late charges as well as having more accurate information in the accounting system in order to assess financial condition.

Pre-Approved Overtime

During our review of overtime paid to employees of the facilities department we found that although the District has a form that is used for the pre-approval of overtime, there were many instances where the form was not used for overtime and there was no documentation of the pre-approval of overtime.

We recommend that all overtime worked by an employee of the facilities department be pre-approved and that the pre-approval of overtime is documented with the use of the “Facilities Overtime Request Form.”

Other

In addition to the items listed above in the Procedures & Findings area of this letter we performed other procedures with respect to Facilities Maintenance and have no further recommendations.

We made inquiries of District employees involved in the processes for Facilities Maintenance to get an understanding of the controls in those areas.

We reviewed the bids related to facilities department to ensure that the District was following NYS procurement guidelines.

We reviewed the process followed in setting up a purchase order submitted by the facilities department to ensure that the District policies were properly adhered to.

We reviewed a sample of paid bills from service contracts to ensure that the service contracts were properly adhered to and followed the specifications of the bids when applicable.

We also reviewed the “Long Range Capital Plan” of the District to ensure that the District had one in place and it was following the plan set in place so far.

We reviewed the approval process of the payroll information in the bi-weekly payroll runs.

This report is intended solely for the information and use of the Audit Committee, the Board of Education and management of the Dobbs Ferry Union Free School District and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully Submitted,



NUGENT & HAEUSSLER, P.C.

cc: Ron Clamser