

**HICKSVILLE PUBLIC SCHOOLS  
BUSINESS OFFICE**

*Ms. Marianne Litzman  
Superintendent of Schools*

*Marcy Tannenbaum  
Assistant Superintendent for Business*

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The following are the corrective actions to address the 2019-2020 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. Hicksville's prices for student breakfast and lunch continue to be amongst the lowest on Long Island, not including districts that participate in community eligibility. The District continues to use fund balance to support its Food Service 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. The District will submit a written plan to Child Nutrition, as required.

Persons Responsible: Marcy Tannenbaum, Assistant Superintendent for Business

**Interfund Receivable and Payable Balances:**

The District will monitor and repay interfund balances periodically throughout the year. The District did review the balances and made the appropriate entry for the \$750,000 interfund transfer between the cafeteria fund and the capital fund.

Persons Responsible: Marcy Tannenbaum, Assistant Superintendent for Business, Ellen Reilly, Director of Business Services, Michael Conway, Assistant Director of Business Services.

Anticipated Date of Completion: June 30, 2021

### Computer Permissions:

The auditors note that the Assistant Superintendent and Assistant Director of Business are assigned the role of Treasurer, but they are not the Treasurer or Deputy Treasurer of the District.

The Assistant Superintendent and Assistant Director of Business were assigned this role when the Treasurer was unable to perform her role due to a surgery and the District was closed to due to COVID. This ensured payroll would continue and vendors would be paid without interruption. The permissions, which should have been terminated when the Treasurer returned in May, will be terminated immediately.

Persons Responsible: Marcy Tannenbaum, Assistant Superintendent for Business

Anticipated Date of Completion: November 2020

### **CURRENT YEAR'S COMMENTS:**

#### Unassigned Fund Balance – General Fund:

The auditors note that the District's unassigned fund balance for 2019-2020 exceeds the statutory limit of 4% as established by NYS Real Property Tax Law.

To manage uncertainty in the 2020-2021 budget, specifically the possibility of a 20% mid-year cut in State-Aid (approximately \$4 million for Hicksville), the District took the following proactive measures: 1) Reduce budgeted State Aid Revenue by \$1 million and increase the budget for appropriated reserves by \$1 million from the TRS sub-reserve; and 2) Exceed the statutory limit of 4% by the remaining \$3 million dollars. As explained to the Community at the Budget Hearing (also posted on the District website), this measure is temporary. If the funds are not needed they will be re-appropriated at year's end.

Persons Responsible: Marcy Tannenbaum, Assistant Superintendent for Business

Anticipated Date of Completion: June 30, 2021

### Disaster Recovery Plan:

The auditors note that the District does not have a formal, documented Disaster Recovery Plan to ensure that in the event of a significant disruption, the District's financial data can be properly restored and operational.

Nawrocki Smith, the District's Internal Auditors, will work with the Director of Technology to create and test a formal Disaster Recovery Plan.

Persons Responsible: Dan Friedman, Director of Technology  
Anticipated Date of Completion: June 30, 2021

### Capital Assets

The auditors recommend the District implement procedures to ensure that the annual capital assets inventory report is timely reconciled and received for inclusion in the year-end financial statements

The District will implement necessary procedures to comply with this recommendation.

Persons Responsible: Marcy Tannenbaum, Assistant Superintendent for Business, Ellen Reilly, Director of Business Services, Michael Conway, Assistant Director of Business Services.  
Anticipated Date of Completion: June 30, 2021