

**Harrisville Central School**  
**Corrective Action Plan**  
**August 1, 2020**  
**(Office of the New York State Comptroller 2020M-48 July 2020)**

<u>Recommendation</u>	<u>District Actions</u>	<u>Person(s) Responsible &amp; Probable Date of Completion</u>
<p>Officials Did Not Apply for All Entitled Transportation Aid</p> <p>We recommend:</p> <ol style="list-style-type: none"> <li>1. Implement procedures to ensure that State Transportation aid applications are accurately prepared and submitted in a timely manner.</li> <li>2. Ensure that the Business Manager prepares an annual reconciliation of transportation aid expected to be received with the actual amounts received.</li> <li>3. File the appropriate State aid forms for the four remaining buses identified in this report.</li> </ol>	<p>The District will set up a calendar with reminders for the Bus Purchase Approval Form Deadline to ensure that it is submitted in a timely manner.</p>	<p>Business Manager and Superintendent, September 1, 2020</p>
<p>The Board and District Officials Issued More Debt Than Needed and Did Not Properly Account for Debt Proceeds</p> <ol style="list-style-type: none"> <li>1. Establish procedures to ensure the District only borrows the amount necessary to pay for new buses.</li> <li>2. Deposit debt proceeds in a special bank account separate from other District funds and maintain separate accounting records for each debt issuance.</li> <li>3. Apply excess debt proceeds to the payment of principal and interest of such obligations in accordance with Local Finance Law.</li> </ol>	<p>The District will initially put forth the amount of the buses, inclusive of trade-ins because of the concern of the potential for a bus to be damaged prior to the trade in, and then reduce the amount borrowed later in the process. We have consulted with Fiscal Advisors, our financial advisors to ensure that we are only borrowing the exact amount of the buses after trade in. We also have begun to use the funds in debt service in the upcoming fiscal year.</p>	<p>Business Manager and Superintendent, September 3, 2020</p>