

Thousand Islands Central School District

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Superintendent

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Thousand Islands Central School District
Internal Controls Over Selected Financial Operations

Corrective Action Plan

Audit Recommendations:

1. Revise the purchasing policy to include dollar limit thresholds and address the procurement of professional services and items that fall under the bidding thresholds, including the use of RFPs, the number of written quotes and verbal quotes to be obtained and the required documentation to be maintained. The policy should be distributed to all staff involved in the purchasing process.
2. Evaluate the established procedures regarding disclosure of interests and modify them to require officers and key employees to disclose all outside employment or business interests.
3. Ensure that District officials and employees use competitive methods when procuring goods and services in accordance with GML and the District's purchasing policy.

Implementation Plan of Action(s):

The District will review Board of Education policy 5411R, Procurement of Services, with key staff involved in the purchasing process. Policy 5411R clearly delineates procurement of services, bidding thresholds, the use of RFPs, the number of written quotes and the documentation to be maintained.

Policy 6110 ensures the District does not enter into a contract with a District officer or employee that has a prohibited interest. This policy includes procedures to ensure Board members and employees disclose any direct or indirect financial interests. The above said policy will be actively reviewed annually and will include a listing of potential conflicts of interest and outside employment or business listings of District Officials and Board members.

Policy 5410R: Purchasing: Competitive Bidding and Offering, will be reviewed with District Office personnel to be certain that procurement is conducted in accordance with GML and District policy.

Implementation Date:

Completed on or before September 1, 2017

Person Responsible for Implementation:
District Treasurer/Business Manager and Superintendent

Signed:

Eric V. Swenson
President

8-15-17
Date

M. J. B.
Superintendent

8/15/17
Date