

UNION-ENDICOTT CORRECTIVE ACTION PLAN

Internal Audit – May 3, 2018

FINDING PETTY CASH	POSSIBLE CORRECTIVE ACTION (RECOMMENDATION)	CORRECTIVE ACTION IMPLEMENTATION PLAN
<p>1. <u>During a review of the receipts in the district office, it was noted that a “side-view mirror base” costing \$34.64 for a Chevrolet Impala was included. After further inquiry, it was found that a maintenance worker damaged another employee’s mirror upon falling in the parking lot. Facilities paid for the damage.</u></p>	<p>1. Recommended a detailed explanation accompany receipts for unusual expenses, and training for staff who work with petty cash as per the Board Reorg meeting.</p>	<p>1. The Business Office, in consultation with Central Business Office, will provide training to all staff who work with petty cash as per Board Reorg. Meeting. This training will include the need to write a detailed explanation to accompany receipts for unusual expenses.</p>
FINDING FACILITIES CONSTRUCTION	POSSIBLE CORRECTIVE ACTION (RECOMMENDATION)	CORRECTIVE ACTION IMPLEMENTATION PLAN
<p>1. <u>During the auditor’s review of eighteen capital projects involving roof replacement and paving reconstruction over the past ten years, it was determined that all but one was eligible for building aid and properly submitted. The only project that did not qualify did not meet the criteria for paving reconstruction.</u></p>	<p>1. The auditor indicates the district has done a good job maximizing building aid and remains vigilant with requesting aid in these specific areas.</p>	<p>1. No corrective action required. The district will continue to be vigilant when requesting aid in these specific areas.</p>

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FINDING OVERTIME PLANNING	POSSIBLE CORRECTIVE ACTION (RECOMMENDATION)	CORRECTIVE ACTION IMPLEMENTATION PLAN
<p>1. <u>During the auditor’s testing of leave requests, it was noted different overtime forms were used across departments and sufficient detail was not available to calculate overtime.</u></p> <p>2. <u>When reviewing overtime reports, some employees received overtime at time + one-half on weeks that included sick, vacation or personal days. During these weeks they should not have been counted towards the 1 ½ pay rate.</u></p> <p>3. <u>When reviewing the overtime policy, Confidential employees are being paid to work from home and not providing written evidence of overtime work.</u></p> <p>4. <u>Some timesheets were noted as not having the reason for the overtime on them.</u></p>	<p>1. Recommended the district create an overtime form for consistency across departments. This form should incorporate total hours worked each day.</p> <p>2. Recommended the district address overtime and time + one-half as per contract, and check for overpayments in all contractual areas.</p> <p>3. Recommended the district review the overtime policy, including overtime from work/home and reasons for overtime.</p> <p>4. Recommended all timesheets include reason for extra time.</p>	<p>1. The Personnel Office, in consultation with District attorneys and other impacted offices, will create consistent forms aligned to school business management software (NVision) with adequate details, and provide training to supervisors and employees.</p> <p>2. The Personnel Office will check for overpayments for 2016-17 and 2017-18 in the OPA, Confidential, and all other contractual areas based on 37.5 hours. Overtime and time + one-half will be addressed with supervisors and employees.</p> <p>The Personnel Office will review all overtime payments to all employees for 2016-17 and 2017-18 to identify all areas of overpayment.</p> <p>3. The Policy Board Advisory Team will review the overtime policy, and the working from home policy, and make recommendations.</p> <p>4. The Personnel Office will, in consultation with District attorneys and other impacted offices, update timesheets to include reasons for overtime, and provide training to supervisors and employees.</p>

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<p>5. <u>When comparing overtime hours on the timesheets to the amounts entered in the school business management software (NVision), approximately 33 were paid higher than their timesheets, and 31 were paid less than their timesheets</u></p> <p>6. <u>When reviewing union contracts, it was noted that Cafeteria, Maintenance, and School Aide/Bus Attendants were silent on the definition of overtime.</u></p> <p>7. <u>Specific departments were analyzed to determine possible savings if another person were hired to reduce overtime.</u></p>	<p>5. Recommended a uniform time sheet be implemented to reduce errors in calculating Overtime.</p> <p>6. Recommended the district review the contracts with the appropriate union representatives to determine the definition and calculation of overtime pay to avoid possible miscalculations.</p> <p>7. This information is provided for analysis only and does not take into consideration the experience and expertise of specific employees. See attached chart labelled Overtime Pay Review.</p>	<p>5. The Personnel Office will, in consultation with District attorneys and other impacted offices, create a uniform time sheet to reduce errors in calculating overtime, and provide training to supervisors and employees.</p> <p>6. The Personnel Office, in consultation with District attorneys, will review the contracts with the appropriate union representatives to determine the definition and calculation of overtime pay to avoid possible miscalculations.</p> <p>7. No corrective action required. The district will take the analysis into consideration to determine possible savings.</p>
FINDING HEALTH INSURANCE PREMIUMS	POSSIBLE CORRECTIVE ACTION (RECOMMENDATION)	CORRECTIVE ACTION IMPLEMENTATION PLAN
<p>1. <u>When reviewing the calculation of retiree health insurance, it was noted that the sick pay balance was not always printed and included in the file as verification of the calculation.</u></p>	<p>1. <u>Recommended the district print out the Sick day balance from the school business management software (NVision) as proof of the calculation.</u></p>	<p>1. All retirees henceforth will have their NVision sick day balance attached to their file and paperwork.</p>

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<p>2. <u>It was noted that active retirees who retire at a date other than June 30 will have excess withholding for insurance credited to their first invoice.</u></p>	<p>2. <u>Recommended the excess be paid out to them rather than a credit applied to their first invoice since there is no audit trail in Nvision to account for the credit.</u></p>	<p>2. Excesses will be paid out as recommended by the internal audit.</p>
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