



**Finance
Office**

Steve Roland
Director of Finance
Tel: (585) 352-2412
Fax: (585) 352-2756
Email:
sroland@monroe2boces.org

Corrective Action Plan – Test Report For Year Ending 6/30/17

Accounts Payable/Purchasing – Credit Cards

No Recommendations

Capital Assets – Maintenance of Comprehensive Records

Recommendation 1: Advise Staff to Notify the Business Office of any Change in Location of an Asset

Corrective Action 1: Staff Complete a Fixed Asset Inventory Form when Transferring and/or Moving an Asset. Staff will be Reminded of this Existing Procedure.

Recommendation 2: Consider Periodic Inventory Checks Comparing RAMI Report to Items Located Throughout BOCES

Corrective Action 2: We Perform Periodic Inventory Checks on BOCES Vehicles, Heavy Equipment, and Laptops. We are Developing a Process to Verify Asset Location for Other Fixed Assets in the Future.

Recommendation 3: Continue to Reiterate to Buildings/Departments that a List of Disposed Items should be given to the Purchasing Department Annually

Corrective Action 3: Staff Complete a Request for Removal of Obsolete Equipment and Supplies Form for Non-Technology Assets or a CaTS Recycle Form for Technology Assets. Staff will be Reminded of this Existing Procedure.