



Yonkers City School District
Annual Risk Assessment Update
Pertaining to the Internal Controls
of District Operations

November 2023

DRAFT

**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED UPON PROCEDURES**

The Board of Education
Yonkers City School District

We have performed the procedures enumerated below, which were agreed to by the Yonkers City School District (the "District"), solely to assist the District. This agreed upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We have updated our November 2022 Risk Assessment by performing certain internal audit procedures pertaining to the time period starting December 1, 2022 through November 30, 2023. The updated Risk Assessment and related internal audit plan concentrates on the following key internal control areas:

- Governance and Planning
- Budget Development
- Accounting and Reporting
- Revenue and Cash Management
- Grants
- Payroll
- Human Resources
- Benefits
- Purchasing and Related Expenditures
- Facilities Maintenance
- Capital Projects
- Fixed Assets
- Food Service
- Extraclassroom Activity Fund
- Information Systems
- Cybersecurity
- Student Data Management
- Pupil Personnel Services
- Transportation
- Security and Safety
- Insurance / Risk Management

Our engagement is limited in scope and will be confined to our agreed-upon procedures. We will not be conducting an audit or review of the District's financial statements and therefore we will not express an opinion or any other form of assurance on them.

At the end of our engagement, we will present the results of applying the agreed-upon procedures in the form of our findings in a report. Our accountants' report should be used only for the intent of the original users of this report and will include a statement indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. As such, using this report for anything other than the original intent of the agreed-upon procedures could mislead the readers. You must notify us immediately if the original users of the report change.

Very truly yours,

Nawrocki Smith LLP
March 11, 2024



Yonkers City School District

**Annual Risk Assessment Update
Pertaining to the Internal Controls
of District Operations**

November 2023

Table of Contents

Risk Assessment Overview.....	2
Internal Audit Objectives.....	2
Scope And Methodology.....	3
Internal Audit Risk Assessment Update Summary	4
Risk Rating And Internal Audit Plan	5
Risk Assessment Observations And Recommendations.....	8
Exhibits	11

Yonkers City School District
Annual Risk Assessment
November 2023

RISK ASSESSMENT OVERVIEW

This Risk Assessment report provides a presentation of our view of the school district's risk pertaining to its financial operations. It gives the District's administration the information necessary to help optimize its overall performance. The report identifies, expresses, and prioritizes the key program risks so that the District's administration can focus on those areas most critical to its success. This analysis is used to define the District's risk profile. It will provide an overview of the risks facing the District's operations.

In accordance with the laws of New York, 2005, Chapter 263, all school districts and BOCES were required to establish an internal audit function no later than July 1, 2006 and be in operation no later than December 31, 2006. This function should include, at a minimum, development of a risk assessment of district operations, including but not limited to the following:

- A review of financial policies, procedures, and practices.
- An annual review and update of such risk assessment.
- Annual testing and evaluation of one or more areas of the District's internal controls.
- Preparation of reports that analyze significant risk assessment findings.
- Recommended changes for strengthening controls, reducing identified risks, and specifying time frames for implementing such recommendations.

Pursuant to Section 170.12 – Regulations of the Commissioner of Education – School District Financial Accountability, each school district must prepare a corrective action plan, approved by the Board of Education in response to findings to final reports issued by the internal auditor. This plan should include expected dates of implementation and should be filed with the New York State Education Department.

INTERNAL AUDIT OBJECTIVES

The objectives of our engagement are as follows:

- Develop an understanding of the critical business processes of the District within each functional area.
- Identify and qualify risks based on the understanding of the business processes and stated business rules.
- Identify stated controls that are currently in place to address those risks and ascertain if they are operating effectively.
- Recommend improvements in internal controls.

Yonkers City School District
Annual Risk Assessment
November 2023

SCOPE AND METHODOLOGY

The Board of Education has engaged Nawrocki Smith as the District's internal auditor. In compliance with New York State Laws, we have performed an annual update to the District risk assessment with respect to policies, procedures, and internal controls pertaining to District operations. The procedures applicable to the annual update of the District's risk assessment were performed during the twelve months ending November 2023 and were carried out in order to determine an internal audit plan for the calendar year 2024 and thereafter. This risk assessment will be updated annually to reflect any changes in the current control environment and the existing internal audit plan.

Our risk assessment consisted of the following methodology:

- Perform interviews of Administration and other appropriate personnel.
- Document procedures within key Functional Areas.
- Identify key controls and perform audit tests of those controls.
- Assess the effectiveness of the key controls.
- Identification and review of organization structure.
- Analysis of risks that are a threat to the achievement of objectives.
- Create a risk profile and internal audit plan.

In addition to the above procedures, we have also evaluated and considered the following within our overall risk assessment:

- District policies and procedures.
- Recent focus of State Comptroller Audits.
- Board of Education/Audit Committee Meetings.
- Materiality to Financial Statements.
- Changes in management or key personnel.
- Financial reports provided to the Board.
- External auditor management letters.
- District corrective action plans.
- Organizational chart and job descriptions.

Yonkers City School District
Annual Risk Assessment
November 2023

INTERNAL AUDIT RISK ASSESSMENT UPDATE SUMMARY

We have analyzed twenty-one (21) Business Process areas within the District and have developed an internal audit plan based on our assessment of each area. Each of the twenty-one (21) Business Processes contains multiple categories for which an extensive cycle analysis will be performed during the proposed time period noted within the risk rating and internal audit plan. The plan, as presented, will be revised each year based on the annual risk assessment update and events/requests that occur during the year which impact the priority of future internal audit services.

The results of our risk assessment update are summarized below and in the tables presented on pages 5 through 7. We have utilized a “Low,” “Moderate,” and “High” control risk rating assessment scale of the organization.

<u>CURRENT YEAR RATINGS</u>		<u>CHANGE FROM PRIOR YEAR</u>	
<u>Rating</u>	<u>2023</u>	<u>Category (*)</u>	<u>Count</u>
High	1 1.09%	“High” to “Low”	- 0.00%
Moderate	27 29.35%	“High” to “Moderate”	- 0.00%
Low	64 69.57%	"Moderate" to “Low”	13 86.67%
Total	92 100.00%	“Low” to “Moderate”	2 13.33%
		“Moderate” to “High”	- 0.00%
		Total	15 100.00%

Our November 2023 risk assessment update contains three (3) recommendations, as follows:

<u>Business Process</u>	<u>Recommendation(s)</u>
Human Resources	1
Purchasing and Related Expenditures	2
Total	3

The status of the eight (8) prior year risk assessment recommendations is as follows:

	Completed	In-Process	Not Started	Total
PY Recommendations	4	3	1	8

Based on the work performed and discussions with the District, we have summarized below the internal audit plan for the calendar year 2024:

<u>Cycle Reviews:</u>	<u>Other 2024 Planned Internal Audit Services:</u>	
<ul style="list-style-type: none"> Charter School Contract Analysis Payroll 	<ul style="list-style-type: none"> Key Control/Other Testing (See “T” categories on Pages 5-7) External Audit Corrective Action Plan Monitoring Mid-Year Internal Audit Status Reports Cybersecurity NIST Gap Analysis Recommendations Follow Up 	<ul style="list-style-type: none"> Purchasing Cycle Recommendations Follow-Up Annual Risk Assessment Update as of November 2024 Other Internal Audit Services at the Request of the District/BOE

Yonkers City School District
Annual Risk Assessment
November 2023

Risk Rating and Internal Audit Plan

√ = Internal Audit Services Provided
★ = Business Cycle Review Complete

X = Proposed Business Cycle Review
T = Proposed Key Control Testing

	Business Process	Business Process Categories	RISK			YEAR OF SERVICE		
			Inherent	Control		Prior	2024	Subsequent
				2022	2023			
1	Governance and Planning	1 Governance Environment	H	L	L	√		X
		2 Control Environment / Policies & Proc.	H	M	M			X
2	Budget Development	3 Budget Development	H	L	L	★		
		4 Budget Monitoring & Reporting	H	L	L	★	T	
3	Accounting & Reporting	5 Financial Accounting and Reporting	H	L	L	√	T	X
		6 External/Internal/Claims Auditing	H	L	L			X
		7 Fund Balance Management	H	L	L			X
4	Revenue and Cash Management	8 Real Property Tax	M	L	L			X
		9 State Aid	H	L	L	√		X
		10 Out of District Tuition/Reimb. Exp.	M	L	L			X
		11 Use of Facilities	L	L	L			X
		12 Donations	M	L	L			X
		13 Vending Machines	H	L	L	★		X
		14 Cash Receipts	H	M	M	√		X
		15 Cash & Investment Management	H	L	L			X
		16 Petty Cash	L	L	L			X
		17 Bank Reconciliations	H	M	L			X
		18 Online Banking	H	L	L			X
19 Accounts Receivable	H	L	L	√		X		
5	Grants	20 General Processing	H	L	L			X
		21 Grant Application	M	L	L			X
		22 Allowable Costs & Expenditures	H	L	L	√		X
		23 Monitoring	M	L	L			X
		24 Reporting	H	L	L		T	X
6	Payroll	25 Payroll Disbursements	H	M	L		X	
		26 Overtime Reporting	H	M	M	√	X	
		27 Payroll Accounting & Reporting	H	M	M	√	X	
		28 Payroll Tax Filings	H	L	L	√	X	
		29 Payroll Reconciliation	H	M	M		X	
7	Human Resources	30 Employment Requisition/Hiring	H	M	M	√		
		31 Personnel Evaluation	H	M	M	√		
		32 Termination	H	M	M	√		
		33 Employee Attendance	H	M	M	★		

Yonkers City School District
Annual Risk Assessment
November 2023

Risk Rating and Internal Audit Plan (Continued)

√ = Internal Audit Services Provided	X = Proposed Business Cycle Review
★ = Business Cycle Review Complete	T = Proposed Key Control Testing

	Business Process	Business Process Categories	RISK		YEAR OF SERVICE			
			Inherent	Control		Prior	2024	Subsequent
				2022	2023			
8	Benefits	34 Eligibility	H	L	L			X
		35 Benefit Calculations	H	L	L	√		X
		36 Patient Protection & Affordable Care	H	L	M			X
		37 Retiree Benefits	H	L	L			X
		38 ERS/TRS	H	M	L		T	X
9	Purchasing and Related Expenditures	39 PO System & Vendor Database	H	L	M	★	T	
		40 Purchasing Process	H	M	M	★		
		41 Payment Processing	H	L	L	★		
		42 Employee Reimbursements	H	L	L	★		
		43 Credit Cards	H	L	L	★		
10	Facilities Maintenance	44 Facilities Maintenance/Work Orders	H	M	M	√		X
		45 Staff Supervision	M	L	L			X
		46 Preventive Maintenance	M	M	M			X
		47 Coordination with Outside Vendors	M	M	M			X
11	Capital Projects	48 Construction Planning & Monitoring	H	L	L			X
		49 Capital Project Funding & Payments	M	L	L			X
		50 Recordkeeping & Reporting	M	L	L			X
12	Fixed Assets	51 Inventory/ Capitalization Policy	H	M	M			X
		52 Acquisition and Disposal	H	M	M			X
		53 Inventory Process & Recordkeeping	H	H	H	√	T	X
13	Food Service	54 Sales Cycle and System	M	L	L		T	X
		55 Inventory and Purchasing	M	L	L			X
		56 Free & Reduced Meals	M	L	L			X
		57 Federal and State Reimbursement	H	L	L	√		X
		58 Financial Reporting & Monitoring	H	L	L			X
14	Extraclassroom Activity Fund	59 General Controls	H	M	M	★		
		60 Revenue	H	M	L	★		
		61 Expenditures	M	M	L	★		
		62 Reporting	M	M	L	★		

Yonkers City School District
Annual Risk Assessment
November 2023

Risk Rating and Internal Audit Plan (Continued)

√ = Internal Audit Services Provided	X = Proposed Business Cycle Review
★ = Business Cycle Review Complete	T = Proposed Key Control Testing

	Business Process	Business Process Categories	RISK			YEAR OF SERVICE				
			Inherent	Control		Prior	2024	Subsequent		
				2022	2023					
15	Information System	63	Governance	H	L	L			X	
		64	Inventory	H	M	L			X	
		65	Network Security	H	M	L			X	
		66	Application Security	H	M	M		T		X
		67	Physical Security	H	M	L				X
		68	Disaster Recovery	H	M	M	√			X
16	Cybersecurity	69	General Controls	H	M	M	★			
		70	Information & Asset Security	H	M	M	★			
		71	Vulnerability Assessment	H	M	M	★			
		72	Incident Response & Recovery	H	M	M	★			
17	Student Data Management	73	Registration & Enrollment	H	M	L	★	X		
		74	Student Attendance	H	M	L	★	X		
		75	Student Performance	H	M	L	★			
		76	Student Eligibility	H	L	L	√			
18	Pupil Personnel Services	77	Budgeting and Planning	H	L	L	√		X	
		78	STAC Reimbursement	H	L	L	√		X	
		79	Medicaid Reimbursement	H	L	L	★		X	
		80	RFP and Contracts	H	L	L			X	
19	Transportation	81	Fleet Inventory and Maintenance	H	L	L	★			
		82	Bus Routing and Planning	H	M	M	★			
		83	Labor and Supervision	H	M	L	★			
		84	Contract Management	H	M	M	★			
		85	Federal and State Reimbursement	H	L	L	★			
20	Safety & Security	86	Plan Development & Strategy	H	L	L	√		X	
		87	Building Access & Security System	H	M	M	√		X	
		88	Compliance and Incident Reporting	H	L	L			X	
		89	Safety & Security Monitoring	H	L	L			X	
21	Insurance / Risk Management	90	General	H	L	L			X	
		91	Policy Management	H	L	L			X	
		92	Claims Reporting	H	L	L			X	

Inherent Risk – Inherent risk pertains to the overall school district industry. Inherent risk is the risk of a material misstatement that may occur assuming the absence of internal controls.

Control Risk – Control risk pertains specifically to the Yonkers City School District. Control risk is the risk that a material misstatement will not be detected and corrected by Management’s internal controls on a timely basis.

Yonkers City School District
Annual Risk Assessment
November 2023

RISK ASSESSMENT OBSERVATIONS AND RECOMMENDATIONS

Current Year Risk Assessment Observations and Recommendations

Human Resources

1. We conducted key control testing in the area of employee onboarding and noted certain instances where the personnel files (e.g., application, resume, references, end interview evaluation) were not available during the course of our audit.
 - *In addition to the existing employee related documents, the Human Resources Department should maintain the applicable job posting and hiring documentation within a personnel file (e.g., application, resume, references, end interview evaluation). The Human Resources Department should develop a checklist indicating the existence of the above employee related documents. Nawrocki Smith provided a sample checklist for the District's review.*

Purchasing and Related Expenditures

2. The District has developed policies and regulations for purchasing and accounts payable activities. The narratives enclosed in the Purchasing internal audit report describe the procedures carried out by the Purchasing Department, as well as enhancements to those procedures pertaining to vendor solicitation, purchase requisitions, purchase orders, receiving, accounts payable, claims audit, and accounting and reporting of purchasing activities.
 - *In addition to the existing procedures, the Purchasing Department should consider utilizing the narratives attached to the Purchasing report to enhance its current departmental purchasing process manual, including vendor solicitation, purchase requisitions, purchase orders, receiving, accounts payable, claims audit, and accounting and reporting of purchasing activities. The documented procedures should be reviewed and updated annually to maintain relevance and distributed to District Administrators and those involved in these processes to confirm existing procedures and/or communicate any changes in operations. This will allow for process sustainability, an internal annual review of processes, and serve as a training document for the Department and the various District Administrators.*
3. We analyzed the user permissions report to assess the appropriateness of user accounts and permissions based on the user's job functions. Based on our analysis, we noted certain employees' permissions in NewWorld might be inconsistent with their job function and responsibilities.
 - *The Finance Department should review the permissions user account report and verify the appropriateness of user accounts and permissions on an individual employee basis. Any permissions determined to be a segregation of duties issue should be revised or deactivated. This recommendation will assist the Finance Department in reducing the risk of unauthorized access to the financial application and enhancing controls over its accounting and reporting.*

Subsequent to our review, the District is in the process of implementing this recommendation.

Yonkers City School District
Annual Risk Assessment
November 2023

Cybersecurity

We have reviewed the policies, procedures, and internal controls pertaining to the District’s cybersecurity cycle. Due to the potential sensitive nature of this information, we have discussed our observations and recommendations with the Management team.

Status of Prior Year Recommendations

We have performed follow-up internal audit services applicable to our previously issued risk assessment update report dated November 2022. The services we performed included observing and evaluating the implementation status of the District’s action plan in respect to our prior year’s risk assessment recommendations. The November 2022 risk assessment update identified eight (8) recommendations within six (6) distinct areas. The District has taken action on the eight (8) recommendations as follows:

<u>Business Process</u>	<u>Complete</u>	<u>In-Process</u>	<u>Not Started</u>	<u>Total</u>
Revenue & Cash Management	-	1	-	1
Payroll	1	-	-	1
Human Resources	1	2	-	3
Fixed Assets	-	-	1	1
Extracurricular Activity Fund	1	-	-	1
Student Data Management	1	-	-	1
Total	4	3	1	8

Revenue & Cash Management

- The District should consider having its internal auditors conduct surprise audits of the cash management process for a sample of school locations. The objective of the surprise audit will be to assess the operating effectiveness of the Building level safe, cash receipts process, and to obtain knowledge of each individual’s job duties and involvement in the cash receipt process.

Status as of November 2023: In-Process

Payroll

- The Payroll Department should maintain detailed employee attendance leave accrual balances to support the calculation of retirement payouts. The Human Resources Department should review the retirement payout calculations prepared by the Payroll Department for accuracy. The review process should include a detailed analysis of the supporting documentation, including but not limited to the bargaining unit agreement provisions, daily salary rates, accrual leave days, and other entitlements, if applicable. As an alternative, and upon request, the District should consider having an individual outside of the calculation process review the District’s retirement/separation payout calculations and its adherence to employee contracts prior to District final approval and payment processing.

Status as of November 2023: Complete

Yonkers City School District
Annual Risk Assessment
November 2023

Human Resources

- The Human Resources Department and Information Technology Department should review the permissions user account report and verify the appropriateness of user accounts and permissions on an individual employee basis. Any permissions determined to be a segregation of duties issue should be revised or deactivated. This recommendation will assist the Human Resources Department and Information Technology Department in assigning only those access rights needed to perform the job duties and minimize the risk of unauthorized changes being made.

Status as of November 2023: In-Process

- The Human Resources Department should establish a formal review process of the data entry of demographic information, position information, general ledger account, location, program codes, certifications, salaries in ePersonality, and the payroll deductions entered into ePersonality. This will assist the District in improving its oversight controls over the employee information entered into ePersonality.

Status as of November 2023: In-Process

- As part of the offboarding process, the Human Resource Department should deactivate former employees' access from the security management system and inform the Building Principals and the Security Department of any retirements, lay-offs, resignations, etc., immediately of the change in building access permissions.

Status as of November 2023: Complete

Fixed Assets

- Each building-level Department Head should be responsible for tagging fixed assets. This recommendation applies to any and all individuals who order equipment from the Finance and/or Information Technology Departments. The District should perform physical inspections of the District's fixed assets at a minimum once a year. The results of the physical inspections should be forwarded and communicated to the Finance and/or Information Technology Departments.

Status as of November 2023: Not Started

Extraclassroom Activity Fund

- The Student Treasurers should prepare the ledgers for each club and profit/loss statements for all fundraising and events. The Club Advisors and Principals should review these reports for accuracy and completeness. We also recommend that the Club Advisors and Central Treasurer periodically reconcile the reports to ensure they are complete and prepared appropriately. This will ensure the accuracy and consistency of reporting from the clubs.

Status as of November 2023: Complete

Yonkers City School District
Annual Risk Assessment
November 2023

Student Data Management

- The Student Enrollment Office should maintain in PowerSchool digital copies of the residency and immunization documentation for all students at the time of registration to ensure that the student meets the District's enrollment requirements. The Student Enrollment Office should explore the software capabilities in maintaining a student file checklist to monitor outstanding items. This will increase the District's internal controls over student registration, enrollment, and recordkeeping processes.

Status as of November 2023: Complete

EXHIBITS

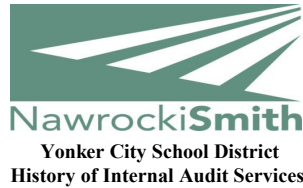
Exhibit I History of Internal Audit Services

Exhibit II Internal Audit Plan for 2024

DRAFT

◆ = Risk Assessment Complete ★ = Business Cycle Review Complete != Not Auditable
 ✓ = Testing on Business Process Provided ◆ = Special Request Services Provided

	Business Process	Business Process Categories	Years of Service								
			2016	2017	2018	2019	2020	2021	2022	2023	
	Risk Assessment	Risk Assessment (Includes all Business Processes Below)	◆	◆	◆	◆	◆	◆	◆	◆	◆
1	Governance and Planning	Governance Environment					★				
		Control Environment / Policies & Proc.									
2	Budget Development	Budget Development	★								
		Budget Monitoring & Reporting	★								
3	Accounting & Reporting	Financial Accounting and Reporting (Journal Entries)		✓							
		External/Internal/Claims Auditing	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Fund Balance Management									
4	Revenue and Cash Management	Real Property Tax									
		State Aid								✓	
		Out of District Tuition/Reimb. Exp.									
		Use of Facilities									
		Donations									
		Vending Machines					★				
		Cash Receipts				✓					✓
		Cash & Investment Management									
		Petty Cash									
		Bank Reconciliations									
Online Banking											
Accounts Receivable									✓		
5	Grants	General Processing									
		Grant Application									
		Allowable Costs & Expenditures					✓				
		Monitoring									
		Reporting									
6	Payroll	Payroll Disbursements								!	✓
		Overtime Reporting			✓		✓			!	
		Payroll Accounting & Reporting									!
		Payroll Tax Filings		✓							
		Payroll Reconciliation									
7	Human Resources	Employment Requisition/Hiring		✓						!	✓
		Personnel Evaluation		✓							!
		Termination		✓							!
		Employee Attendance		✓	✓		★			!	
8	Benefits	Eligibility									
		Benefit Calculations		✓							
		Patient Protection & Affordable Care Act									
		Retiree Benefits									
		ERS/TRS									
9	Purchasing and Related Expenditures	PO System & Vendor Database					★				★
		Purchasing Process									★
		Payment Processing									★
		Employee Reimbursements		✓							★
		Credit Cards									
10	Facilities Maintenance	Facilities Maint. & Work Order Proc.								✓	
		Custodial Overtime & Training									
		Preventive Maintenance									
		Coordination with Outside Vendors									



◆ = Risk Assessment Complete ★ = Business Cycle Review Complete != Not Auditable
 ✓ = Testing on Business Process Provided ◆ = Special Request Services Provided

Business Process	Business Process Categories	Years of Service							
		2016	2017	2018	2019	2020	2021	2022	2023
11 Capital Projects	Construction Planning & Monitoring								
	Capital Project Funding & Payments								
	Recordkeeping & Reporting								
12 Fixed Assets	Inventory/ Capitalization Policy								
	Acquisition and Disposal								
	Inventory Process & Recordkeeping			✓				✓	✓
13 Food Service	Sales Cycle and System								
	Inventory and Purchasing								
	Free & Reduced Meals								
	Federal and State Reimbursement							✓	
	Financial Reporting & Monitoring								
14 Extraclassroom Activity Fund	General Controls	★			★				✓
	Revenue				★				✓
	Expenditures				★				✓
	Reporting				★				✓
15 Information System	Governance								★
	Inventory								★
	Network Security								★
	Application Security								★
	Physical Security								★
	Disaster Recovery	✓							★
16 Cybersecurity	General Controls					★			★
	Information & Asset Security					★			★
	Vulnerability Assessment					★			★
	Incident Response & Recovery					★			★
17 Student Data Management	Registration & Enrollment		✓		★			✓	
	Student Attendance				★				
	Student Performance				★				
	Student Eligibility								✓
	Adult Education						★	★	
18 Pupil Personnel Services	Budgeting and Planning							✓	
	STAC Reimbursement							✓	
	Medicaid Reimbursement	★						✓	
	RFP and Contracts								
19 Transportation	Fleet Inventory and Maintenance			★			★		
	Bus Routing and Planning			★			★		
	Labor and Supervision			★			★		
	Contract Management			★			★		
	Federal and State Reimbursement			★			★		
	MetroCards							★	
20 Safety & Security	Plan Development & Strategy		✓						
	Building Access & Security System			✓				✓	
	Compliance and Incident Reporting								
	Safety & Security Monitoring								
21 Insurance / Risk Management	Actuary & Underwriting								
	Policy Management								
	Claims Reporting								



Yonkers City School District

2024 INTERNAL AUDIT PLAN

**(Based upon November 2023 Risk Assessment Update)
Exhibit II**

Cycle Reviews

Planned For

- Charter School Contract Analysis
- Payroll

In-Process
April 2024

Key Control Testing Areas

Planned For

- Journal Entries
- Cash Handling Procedures
- ERS/TRS Reporting
- Analysis of Form 1099 – Miscellaneous Income Statements
- Food Services Sales Cycle & System
- Fixed Asset Testing
- Budget Transfers
- Grants Reporting
- Facilities Work Orders
- Safety & Security – Building Access
- NewWorld User Permissions Analysis

April 2024
April 2024
May 2024
May 2024
June 2024
June 2024
June 2024
June 2024
July 2024
July 2024
July 2024

Additional Internal Audit Services

Planned For

- Mid-Year Status Reports
- Annual Risk Assessment Update
- External Audit Corrective Action Plan Monitoring
- Cybersecurity NIST Gap Analysis Recommendations Follow Up
- Purchasing Cycle Recommendations Follow Up
- Other Internal Audit Services at the Request of the District

July 2024
November 2024
November 2024
November 2024
November 2024
As Requested