



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Financial Reporting Requirements for School Districts and BOCES

Presented by Maria Stamoulis

Office of Audit Services

August 2022





Agenda

- **Financial Surveys 1-7**
 - Background,
 - Who must submit each survey,
 - Regulation/Law behind requirements,
 - Due dates,
 - Required documentation,
 - Screenshots of NYSED Application Business Portal, and
 - Common errors and helpful tips.
- **Contact Information and Useful Links**



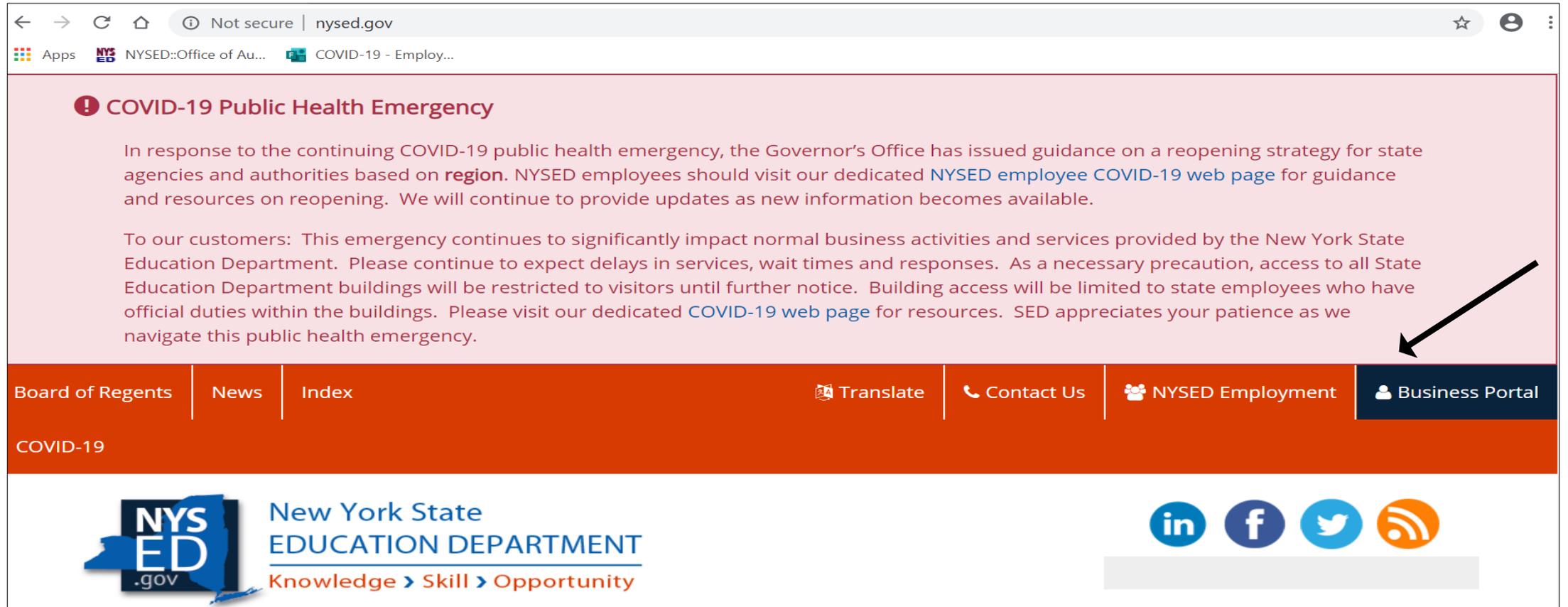


Access to the NYSED Application Business Portal

- User ID and password required.
- CEO must assign rights and roles depending on responsibilities.
- To access the portal and for troubleshooting, refer to the step-by-step instructions posted on website in the SEDDAS User Guide:
 - [SEDDAS User Guide](#)



NYSED Application Business Portal



← → ↻ 🏠 ⓘ Not secure | nysed.gov ☆ ⓘ ⋮

📱 Apps 🗂️ NYSED::Office of Au... 📄 COVID-19 - Employ...

! COVID-19 Public Health Emergency

In response to the continuing COVID-19 public health emergency, the Governor's Office has issued guidance on a reopening strategy for state agencies and authorities based on **region**. NYSED employees should visit our dedicated [NYSED employee COVID-19 web page](#) for guidance and resources on reopening. We will continue to provide updates as new information becomes available.

To our customers: This emergency continues to significantly impact normal business activities and services provided by the New York State Education Department. Please continue to expect delays in services, wait times and responses. As a necessary precaution, access to all State Education Department buildings will be restricted to visitors until further notice. Building access will be limited to state employees who have official duties within the buildings. Please visit our dedicated [COVID-19 web page](#) for resources. SED appreciates your patience as we navigate this public health emergency.

Board of Regents | News | Index |  Translate |  Contact Us |  NYSED Employment | ** Business Portal**

COVID-19

 New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

[Login to NYSED Application Business Portal](#)





NYSED Application Business Portal



NYSED Home	Portal Home	Reset Your Password	Log In
----------------------------	-----------------------------	-------------------------------------	------------------------

 <p>New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity</p>	<h1>Application Business Portal</h1> <p>Portal Dashboard</p>
--	--

 My Applications
--

In order to view secure applications, you must be logged in. Please [Log In](#) to continue to your NYSED Business Portal Applications.

 Public Links	 Other Applications
---	---





NYSED Application Business Portal

NYSED Home

Portal Home



Application Authentication

Login

Sign In

Username

Password

Sign in

Cancel

[Lost Password?](#)





NYSED Application Business Portal

[NYSED Home](#)

[Portal Home](#)

[Change Your Password](#)

[Log Out](#)



Application Business Portal

You are logged in as [Redacted]

My Applications

- [SEDDAS User Guide](#)
- [SED Delegated Account System \(SEDDAS\)](#)
- [SED Monitoring and Vendor Performance System](#)



Notice:

If the Superintendent or Principal has changed, please click here.





NYSED Application Business Portal

Survey Navigation

- Financial Statements
 - Annual Financial Statement Audit
- Independent Auditor

Annual Financial Statement Audit Options

[View Calculations](#)

Annual Financial Statement Audit Instructions

Please provide information on the annual financial statement audit. School Districts other than Buffalo, Rochester, Syracuse, Yonkers, New York City, and BOCES must submit audited financial statements using this survey. The due date is October 15, or the next business day if due date falls on a Saturday or Sunday.

Financial Statements

Please provide the requested information.

- Please upload your audited financial statements here. *

Report Title: Audited Financial Statements

[Next →](#)

[? Help](#)



Background

- **Status**
 - Submitted – not able to edit submission, unless it is un-submitted by OAS staff,
 - Approved – submission was reviewed and approved by OAS staff, or
 - Un-submitted – survey has yet to be submitted or survey was returned because at least one item was not addressed appropriately. Notes within that survey detail deficiencies that must be corrected prior to re-submission.
- **Due Date**
 - If the due date falls on a weekend or Federal Holiday, the deadline becomes next business day.





Financial Survey 1: Audited Financial Statements

- **Regulation/Education Law**
 - Section §2116-a(3) of NYS Education Law and Section §170.12(e)(1) of the Regulations of the Commissioner of Education require all BOCES and each school district employing eight or more teachers to obtain an annual audit of its records.
- **Due Date**
 - October 15 (January 1 for “Big 5”).
- **Required Documentation**
 - Independent Auditor's Report; Management’s Discussion and Analysis; Eight Basic Financial Statements; Notes to the Financial Statements; Four Supplemental Schedules.





Financial Survey 1 Requirements

- **Basic Financial Statements**

Statement of Net Position	Statement of Activities	Balance Sheet – Governmental Funds	Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Position
Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities	Statement of Fiduciary Net Position	Statement of Changes in Fiduciary Net Position	Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds





Financial Survey 1 Requirements

- **Required Supplementary Information**
 - **Schedule of Changes in the District's Total OPEB Liability and Related Ratios,**
 - **Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget (Non-GAAP Basis) and Actual – General Fund,**
 - **Schedule of District Contributions, and**
 - **Schedule of District's Proportionate Share of the Net Pension Liability.**





Financial Survey 1 Requirements

<u>Adirondack Central School District</u>	
<u>Table of Contents</u>	
<u>June 30, 2020</u>	
	<u>Page (s)</u>
Independent Auditors' Report	1-3
Management's Discussion and Analysis	4-13
Basic Financial Statements	
Statement of Net Position - Governmental Activities	14-15
Statement of Activities and Changes in Net Position - Governmental Activities	16
Balance Sheet - Governmental Funds	17
Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Position	18
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	19
Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balances to Statement of Activities	20
Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position	21
Notes to Financial Statements	22-52
Required Supplementary Information	
Schedule of Funding Progress - Other Post Employment Benefits Plan, Last 3 Fiscal Years	53
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	54
Schedules of District Contributions, NYSTRS & NYSERS Pension Plans, Last 6 Fiscal Years	55
Schedules of District's Proportionate Share of the Net Pension Liability, NYSTRS & NYSERS Pension Plans, Last 6 Fiscal Years	56
Supplementary Information	
Schedule of Change from Adopted Budget to Final Budget and the Real Property Tax Limit - General Fund	57
Schedule of Project Expenditures - Capital Projects Fund	58
Net Investment in Capital Assets	59
Federal Award Program Information	
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	60-61
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance	62-63
Schedule of Expenditures of Federal Awards	64
Notes to Schedule of Expenditures of Federal Awards	65
Schedule of Findings and Questioned Costs	66
Summary Schedule of Prior Audit Findings	67





Financial Survey 1 Questions

Financial Statements

Please provide the requested information.

1

Please upload your final audited financial statements. Draft statements will not be accepted.

Report Title: Audited Financial Statements

Choose File No file chosen

Add Another Upload





Financial Survey 1 Questions

1

Report Title: Independent Auditor

Please provide information associated with your independent auditor below.

Independent Auditor  	Please provide a short answer response.  
Name of independent auditor	<input type="text"/>
Independent auditor's email address	<input type="text"/>
Independent auditor's phone number	<input type="text"/>
Did the independent auditor perform any non-attest or non-audit services (e.g., the independent auditor aids in the preparation of journal entries or financial statements) for this audit year? Please respond with a yes or no answer.	<input type="text"/>





Financial Survey 1 Questions

1

I hereby certify that my district has less than eight teachers and is therefore exempt from submitting the final audited financial statements. *

Report Title: Exemption

Yes

No

Please select "Yes" or "No".





Financial Survey 1 Questions

2

If you are not exempt, please upload your final audited financial statements. Draft statements will not be accepted.

Report Title: Financial Statements

Choose File No file chosen

Add Another Upload





Financial Survey 1 Questions

3

Report Title: Independent Auditor

Please provide information associated with your independent auditor below.

Independent Auditor	Please provide a short answer response.
Name of independent auditor	<input type="text"/>
Independent auditor's email address	<input type="text"/>
Independent auditor's phone number	<input type="text"/>
Did the independent auditor perform any non-attest or non-audit services (e.g., the independent auditor aids in the preparation of journal entries or financial statements) for this audit year? Please respond with a yes or no answer.	<input type="text"/>





Financial Survey 1 Helpful Tips

- **Ensure audit report contains correct year for the survey cycle.**
 - For example – due October 15, 2021, financial statements with year-end June 30, 2021, must be submitted.
- **Ensure audit report is in final format.**
 - “Draft” is not on the heading of the financial statements.
- **Submit on time.**
 - Aid is withheld for school districts post mid-November and January 30 for the “Big 5”.





Financial Survey 2/3:

Financial Statement Board Approval, Management Letter(s), Extraclassroom Audit, and CAP(s)

- **Regulation/Education Law –Management Letter**
 - Education Law §2116-a(3) and Commissioner’s Regulation §170.12(e)(2) - the annual audit report must be submitted to and approved by the trustees or Board, then filed with NYSED.
 - Education Law §2116-a(3) and Commissioner’s Regulation §170.12(e)(4) - Board approved corrective action plans (CAP(s)) must be submitted to NYSED within ninety days of receipt of audit report or management letter for ANY findings.





Financial Survey 2/3

- **Regulation/Education Law – Extraclassroom Audit**
 - **Commissioner’s Regulation §172.3(d) requires the Extraclassroom Activity Fund to be audited.**
 - **Education Law §2116-a(3) and Commissioner’s Regulation §170.12(e)(4) - Board approved CAP(s) must be submitted to NYSED within ninety days of receipt of audit report or management letter for ANY findings. The CAP(s) shall include expected date(s) of implementation.**
- **Due Date**
 - **January 15 (February 1 for “Big 5”).**





Financial Survey 2/3 Requirements

- Minutes showing Board approval of the independent auditor's report.
- Management letter and extraclassroom audit, if applicable.
- CAP(s) must be final.
- CAP(s) in response to management letter findings and extraclassroom audit findings must contain:
 - detailed action taken or planned to correct deficiencies in audit findings, or statement which describes reason(s) that corrective action is unnecessary, and
 - expected date(s) of implementation.
- Meeting Minutes/Board Resolution showing the Board approval of CAP(s).





Financial Survey 2/3 Questions

Management Letter, Extraclassroom Audit, CAPs, & Board Approvals

1

Please upload the requested documents in the applicable area.

Report Title: Survey 2/3

For the corrective action plans (CAPs), please note that draft CAPs are not accepted. CAPs must be approved by the Board. CAPs must contain an implementation date - a specific date (month/year) or fiscal year-end is required.

When preparing your CAPs, districts must address each finding (this includes all recommendations and suggestions).

Implementation Plan of Action(s):

The implementation plan should be in sufficient detail to –

a. Clearly demonstrate what actions have occurred or are planned OR

b. Why actions are not being taken.

Implementation Date:

Provide the actual or planned implementation date of the corrective action. Terms such as immediate are not considered a date.





Financial Survey 2/3 Questions

Topic Covered  	Please upload required documentation per row heading.  	Actions
Board Approval of the Audited Financial Statements (Meeting Minutes/Board Resolution)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>	 
Management Letter only	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>	 
CAPs - only for Management Letter findings; each recommendation/finding must have a CAP.	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>	 
Board Approval of the final CAPs related to Management Letter findings	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>	 





Financial Survey 2/3 Questions

2

Is your entity required to have an extraclassroom audit pursuant to Commissioner's Regulations 172.2 and 172.3(d) (e.g., a population of less than one million and an educational program beyond the 6th grade)? *

Report Title: Extraclassroom Audit

Yes

No

Please select "Yes" or "No".





Financial Survey 2/3 Questions

2

Please upload the requested documents relating to your Extraclassroom Audit in the applicable area.

Report Title: Survey 2/3

For the corrective action plans (CAPs), please note that draft CAPs are not accepted. The CAPs must be approved by the Board. CAPs must contain an implementation date - a specific date (month/year) or fiscal year-end is required.

When preparing your CAPs, districts must address each finding (this includes all recommendations and suggestions).

Implementation Plan of Action(s):

The implementation plan should be in sufficient detail to –

- a. Clearly demonstrate what actions have occurred or are planned OR*
- b. Why actions are not being taken.*

Implementation Date:

Provide the actual or planned implementation date of the corrective action. Terms such as immediate are not considered a date.





Financial Survey 2/3 Questions

Topic Covered  	Please upload required documentation per row heading. *  
Extraclassroom Audit	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>
Management Letter with Extraclassroom Audit findings	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>
CAPs - for Extraclassroom Audit findings or Management Letters with Extraclassroom Audit findings; each recommendation/finding must have a CAP.	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>
Board Approval of the final CAPs related to Extraclassroom Audit findings	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>





Financial Survey 2/3 Helpful Tips

- Ensure CAP(s) are submitted for every management letter and extraclassroom audit finding.
- Ensure anticipated implementation date is included in the CAP(s) for any management letter and extraclassroom audit findings.
- Ensure CAP(s) adequately addresses each finding.
- Ensure updated Board minutes are submitted for revised CAP(s).





Financial Survey 4

Single Audit Threshold and/or Single Audit Exemption Form

- **Federal Regulations**
 - Office of Management and Budget's Uniform Grant Guidance 2 CFR §200.501(a) states that a non-federal entity that expends \$750,000 or more in federal awards during the non-federal entity's fiscal year must have a Single Audit or Program-Specific Audit conducted for that year.
 - The Office of Management and Budget's Uniform Grant Guidance 2 CFR §200.512(a)(1), (b)(1), and (d) indicates that the data collection form and reporting package must be submitted to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period.





Financial Survey 4

- **Federal Regulations**
 - The Office of Management and Budget's Uniform Grant Guidance 2 CFR §200.501(d) states that a non-federal entity that expends less than \$750,000 during the fiscal year in federal awards is exempt from federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the pass-through entity.
 - If entity expends less than \$750,000, they may elect to have Single Audit or Program-Specific Audit.
- **Due Date**
 - June 30





Financial Survey 4 Requirements

- Question 1 must be answered correctly.
- If total federal award expenditures is less than \$750,000, the district must submit the appropriate signed and dated Exemption Form for the applicable fiscal year, and
- If total federal award expenditures is \$750,000 or more, the district must have uploaded the Single Audit or Program-Specific Audit to the Federal Audit Clearinghouse for the correct fiscal year.





Financial Survey 4 Questions

1

For the 2021-22 fiscal year, were your district's total federal award expenditures less than \$750,000 or \$750,000 or more?

If your total federal award expenditures were less than \$750,000, you must either submit a Single Audit exemption form or you may elect to have a Single Audit or Program-Specific Audits conducted. If submitting the exemption form, please ensure the New York State Education Department exemption form has the appropriate fiscal year-end and is signed. If electing to have an audit conducted, please submit the Single Audit or Program-Specific Audits to the Federal Audit Clearinghouse (FAC) and choose \$750,000 or more in the drop-down menu below.

If your total federal award expenditures were \$750,000 or more or you elected to have a Single Audit or Program-Specific Audits, you must submit a Single Audit or Program-Specific Audits to the FAC prior to this survey submission. *

Report Title: Range of Fed Exp

Please Select





Financial Survey 4 Questions

a If your total federal award expenditures were less than \$750,000 and a Single Audit or Program-Specific Audit was not conducted, complete and upload the Single Audit exemption form below. This form can be found in the document section of this tool, or on this webpage: <http://www.oms.nysed.gov/oas/SingleAudit/>

Please ensure the form is completed, (e.g., contains fiscal year-end, signature, etc.) prior to submission. *

Report Title: Single Audit exemption form

(Appears if parent question has answer of 'Less than \$750,000')

Choose File No file chosen

Add Another Upload

Please upload the Single Audit Exemption Form.





Financial Survey 4 Questions

b

If your total federal award expenditures were \$750,000 or more, or if you elected to have a Single Audit or Program-Specific Audit conducted, the audit reporting package must be uploaded to the Federal Audit Clearinghouse (FAC) located at: <https://harvester.census.gov/facdissem/SearchA133.aspx> **before submitting Survey 4.**

Has the Single Audit or Program-Specific Audit reporting package been uploaded to the FAC? *

Report Title: Must be uploaded to FAC

(Appears if parent question has answer of '\$750,000 or more (or less than \$750,000 and elected to have a Single Audit))

Please Select





Financial Survey 4 Helpful Tips

- Selection of appropriate threshold.
- If total federal award expenditures are under \$750,000 and a Single Audit or Program-Specific Audit was not conducted:
 - Upload the sign and dated Exemption Form,
 - Submit NYSED's Exemption Form rather than another entity's, and
 - Submit the correct fiscal year-end.
- If subject to the Single Audit or Program-Specific Audit, submission must be made to the Federal Audit Clearinghouse prior to submitting this survey.
- Please ensure that you receive an email from the FAC prior to submitting your survey as \$750,000 or more.





Financial Survey 5:

Single Audit CAP(s) for Financial Statement Findings (Section II) and/or Major Federal Program Findings (Section III)

- **Federal Regulations**
 - Office of Management and Budget's Uniform Grants Guidance 2 CFR §200.511(c) states the auditee must prepare, in a document separate from the auditor's findings described in 2 CFR §200.516 audit findings, a CAP to address each audit finding included in the current year auditor's reports.
 - The CAP(s) must provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned, and the anticipated completion date.
- **Due Date**
 - July 31





Financial Survey 5 Requirements

- Question 1 must be answered correctly based on our review of the Single Audit or Program-Specific Audit in the Federal Audit Clearinghouse (FAC). We check whether the audit had findings.
- Board approved CAP(s) are submitted in response to any Section II and/or Section III findings.
- Board approved CAP(s) are final - not in draft format.
- CAP(s) in response to Section II and/or Section III findings must include:
 - Name(s) of contact person(s) responsible for corrective action,
 - Corrective action planned, and
 - Anticipated completion date.
- If auditee does not agree with the audit findings or believes corrective action is not required, the CAP(s) must include an explanation and specific reasons.





Financial Survey 5 Questions

1 A Single Audit or Program-Specific Audit is required if your district had federal award expenditures of \$750,000 or more during the fiscal year. Did your district have a Single Audit or Program-Specific Audit conducted? If your district did not have a Single Audit or Program-Specific Audit conducted, please select no, and then submit the survey. No further action is required. *

Report Title: Single Audit

Please Select



Please answer "Yes" or "No".





Financial Survey 5 Questions

a

If your district had a Single Audit or Program-Specific Audit conducted, were there any Financial Statement Findings (Section II) and/or Federal Award Findings or Questioned Costs (Section III) reported in the Schedule of Findings and Questioned Costs? *

Report Title: Single Audit Section 2 or 3

(Appears if parent question has answer of 'Yes')

Please Select



Answer "Yes" or "No".





Financial Survey 5 Questions

2

For any Financial Statement Findings (Section II) and/or Federal Award Findings and Questioned Costs (Section III), please upload the Board approved corrective action plans (CAPs). CAPs are required for each finding. Draft CAPs are not accepted. CAPs must contain an implementation date - i.e., a specific date (month/year) or fiscal year-end is required.

When preparing your CAPs, districts must address each finding (this includes all recommendations and suggestions).

Implementation Plan of Action(s):

The implementation plan should be in sufficient detail to –

- a. Clearly demonstrate what actions have occurred or are planned OR*
- b. Why actions are not being taken.*

Completion Date:

Provide the actual or planned completion date of the corrective action. Terms such as immediate are not considered a date.

Name of Person:

Provide the actual name of the person implementing the action. The title of the person (i.e., Superintendent) will not be accepted.

Report Title: Board Approved CAP

Choose File No file chosen

Add Another Upload





Financial Survey 5 Questions

3

Upload the Board Approval (meeting minutes/Board resolution) approving the CAPs.

Report Title: Board Minutes/Resolution

Choose File No file chosen

Add Another Upload





Financial Survey 5 Helpful Tips

- **Submission of CAP(s) for each Financial Statement Finding (Section II) and/or Federal Award and Questioned Costs Findings (Section III).**
- **Submission of name of contact person responsible for corrective action.**
- **Submission of anticipated completion date for each finding.**
- **Submission of updated Board minutes for any revised CAP(s).**
- **CAP(s) must adequately address each finding.**





Financial Survey 6: Internal Audit Report and Related CAP(s)

- **Regulation/Education Law**
 - Education Law §2116-b(1) and 1950(4)(k) – requires each school district and BOCES to establish an internal audit function.
 - Education Law §2116-b(1) – the following school districts are exempt from this requirement:
 - School districts with less than eight teachers,
 - School districts with actual general fund expenditures less than \$5,000,000 in previous school year, or
 - School districts with actual enrollment of less than 1,500 students in previous school year.
 - Commissioner’s Regulation §170.12(e)(4)(i)(b) – Superintendents must prepare a CAP with an implementation date for any findings issued by the entity’s internal auditor; must be Board approved and submitted within 90 days.
- **Due Date**
 - April 30.





Financial Survey 6 Requirements

- Exemption status must be certified, e.g., Exemption Certification submitted in Survey 6B.
- Board approved CAP(s) that address all findings/recommendations mentioned in the Internal Control Report.
- Internal Control Report and CAP(s) must be final – not in draft format.
- CAP(s) in response to Internal Control Report must contain:
 - Detailed action taken or planned to correct deficiencies in audit findings, or statement which describes reason(s) that corrective action is unnecessary and
 - Expected date(s) of implementation.
- Meeting Minutes/Board Resolution showing the Board approval of CAP(s).
- BOCES that have not established an Internal Audit Function must enter the date the Internal Audit Function is expected to be fully implemented.





Financial Survey 6 Questions

1

Using the drop-down menu below, please indicate if you are completing this survey on behalf of a school district or a BOCES. *

Report Title: Type of Entity

Please Select





Financial Survey 6 Questions

a

School districts are exempt from Education Law §2116-b(1) if they meet one or more of the following exemption criteria:

- Employ fewer than eight teachers.
- Have actual general fund expenditures totaling less than \$5 million in the previous school year, as reported on the ST-3.
- Have actual enrollment of less than 1,500 students in the previous school year, as reported on the Property Tax Report Card.

Is your school district exempt from submitting an annual Internal Control Report for this year? *

Report Title: Exempt Status

(Appears if parent question has answer of 'School District')

- Yes
- No

School districts, please select either "Yes" or "No" attesting to whether your school district is exempt.

If you answered "Yes", you may submit the survey.

If you answered "No", please respond to Question 3 and Question 4, prior to submitting the survey.





Financial Survey 6 Questions

b

Did your BOCES have an Internal Audit Function established for the 2021-22 school year pursuant to Commissioner's Regulations 170.12(b)? *

Report Title: BOCES Internal Audit Function Status

(Appears if parent question has answer of 'BOCES')

Please Select



If you answered "No", please proceed to Question 2.

If you answered "Yes", please proceed to Question 3 and 4.





Financial Survey 6 Questions

2

For BOCES who have not yet established an Internal Audit function, please enter the date the Internal Audit Function is expected to be fully implemented.

Report Title: BOCES Internal Audit Function

For BOCES who have not yet established an Internal Audit Function, you may submit this survey once an implementation date is entered in Question 2.





Financial Survey 6 Questions

3

For school districts who are *not exempt* and for BOCES who have Internal Control Reports, please complete a row for each Internal Control Report in the table below.

Report Title: Internal Audit Report

Complete this table for submitting Internal Control Report(s) and Board approved CAP(s).

For the corrective action plans (CAPs), please note that draft CAPs are not accepted. CAPs must be approved by the Board. CAPs must contain an implementation date - i.e., a specific date (month/year) or fiscal year-end is required.

When preparing your CAPs, districts must address each finding (this includes all recommendations and suggestions).

Implementation Plan of Action(s):

The implementation plan should be in sufficient detail to –

- a. Clearly demonstrate what actions have occurred or are planned OR*
- b. Why actions are not being taken.*

Implementation Date:

Provide the actual or planned implementation date of the corrective action. Terms such as "will", "immediately", "in process" "ongoing", "going forward" "ASAP", etc. are not considered a date.





Financial Survey 6 Questions

Internal Audit Report  	What entity conducted this Internal Control audit?  	What is the audit report number (if available)?  	How many findings or recommendations were in this audit report?   	The Internal Control Report should be uploaded here.  	The Board approved CAP should be uploaded here.  
Internal Control Report 1	<input type="text"/>	<input type="text"/>	Please Select 	<input type="text" value="Choose File"/> No file chosen 	<input type="text" value="Choose File"/> No file chosen 
Internal Control Report 2	<input type="text"/>	<input type="text"/>	Please Select 	<input type="text" value="Choose File"/> No file chosen 	<input type="text" value="Choose File"/> No file chosen 





Financial Survey 6 Questions

4

Upload the Board Approval (meeting minutes/Board resolution) approving the CAP(s).

Report Title: Board Approval

Choose File No file chosen

Add Another Upload





Financial Survey 6 Helpful Tips

- **Internal Control Report is not in draft copy.**
- **Internal Control Report is for correct fiscal year-end.**
- **Submission of CAP(s) for each finding.**
- **Submission of anticipated implementation date for each finding.**
- **CAP(s) adequately addresses each finding.**
- **Submission of updated Board minutes for any revised CAP(s).**
- **BOCES that have not established an Internal Audit Function must enter the date the Internal Audit Function is expected to be fully implemented.**





Financial Survey 6B: Internal Control Exemption Certification

- **Regulation/Education Law**
 - **Education Law §2116-b(2) states the following school districts are exempt from submitting an Internal Control Report:**
 - **School districts employing fewer than eight teachers in previous school year, or**
 - **School districts with actual general fund expenditures totaling less than \$5 million in previous school year, or**
 - **School districts with actual enrollment of less than 1,500 students in previous school year.**





Financial Survey 6B

- **Due Date**
 - June 30.
- **Requirements**
 - School districts must select the appropriate checkbox(es).
- **Helpful Tips**
 - Ensure the appropriate checkbox(es) are marked prior to submitting the survey.
 - To obtain the previous year's general fund expenditures, refer to the ST-3.
 - To obtain the actual enrollment of students in the previous school year, refer to the Property Tax Report Card.





Financial Survey 6B Question

1

My school district is exempt from the internal audit function requirement. *

Report Title: Exemption

If you answer "No", no further action is required, please submit the survey.

If you answered "Yes", please also complete Question 1a below.





Financial Survey 6B Question

a

I hereby certify that my school district is exempt from the internal audit function requirement for the **2022-23 school year**. Please check all criteria that your school district meets for exemption from the internal audit function requirement below: *

Report Title: Certify Exemption Status

(Appears if parent question has answer of 'Yes')

- My school district employs fewer than eight teachers.
- My school district had actual general fund expenditures totaling less than \$5 million in the previous school year, as reported on the ST-3.
- My school district had actual enrollment of less than 1,500 students in the previous school year, as reported on the Property Tax Report Card.





Financial Survey 7:

Regulatory Audit and Related CAP(s)

- **Regulation/Education Law**
 - Education Law §2116-a(3)(c) and Commissioner's Regulation §170.12(e)(4) – CAP(s) must be submitted to SED within ninety days of receipt of Regulatory Audits - OSC, NYSED, etc.
 - CAP(s) must be Board approved.
- **Due Date**
 - Regulatory Audits and CAP(s) are due within 90 days of receipt of Regulatory Audit Reports, unless otherwise identified in the Audit Report.





Financial Survey 7 Requirements

- Board approved CAP(s) in response to any Regulatory Audit findings.
- Regulatory Audit Report and CAP(s) must be final – not in draft format.
- CAP(s) in response to Regulatory Audits contain:
 - Detailed action taken or planned to correct deficiencies in audit findings, or a statement which describes reason(s) corrective action is unnecessary, and the
 - Expected date(s) of implementation.
- Meeting Minutes/Board Resolution showing the Board approval of CAP(s).





Financial Survey 7 Questions

1

Do you have any Regulatory Audits (e.g., OSC, OAS, etc.) to upload for this year (audit report issued July 1, 2022 through June 30, 2023)? *

Report Title: Regulatory Audits

Please Select



If you answered "No", no further action is required, please submit the survey.

If you answered "Yes", please complete Question 2 and Question 3 below.





Financial Survey 7 Questions

2 Upload the "final" copy of the Regulatory Audit Report(s) and CAP(s).

Report Title: Other Audits

Complete this table for uploading the Regulatory Audit Report(s) and related CAP(s).

Other Audits <input type="button" value="✕"/> <input type="button" value="←"/>	What entity conducted this audit? <input type="button" value="✎"/> <input type="button" value="✕"/>	What is the audit report number (if available)? <input type="button" value="✎"/> <input type="button" value="✕"/>	How many findings or recommendations were in this audit report? <input type="button" value="✎"/> <input type="button" value="☰"/> <input type="button" value="✕"/>	The audit should be uploaded here. <input type="button" value="✎"/> <input type="button" value="✕"/>	The Board approved CAP should be uploaded here, if applicable. A CAP must be included for each recommendation/finding. Implementation dates are required in the CAPs. <input type="button" value="✎"/> <input type="button" value="✕"/>
Other Audit 1	<input type="text"/>	<input type="text"/>	Please Selec <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>
Other Audit 2	<input type="text"/>	<input type="text"/>	Please Selec <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>
Other Audit 3	<input type="text"/>	<input type="text"/>	Please Selec <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Another Upload"/>





Financial Survey 7 Questions

3

Upload the Board Approval (meeting minutes/Board resolution) approving the CAP(s).

Report Title: Board Approval

Choose File No file chosen

Add Another Upload





Financial Survey 7 Helpful Tips

- **Submission of all Regulatory Audits (i.e. OSC, NYSED).**
- **Regulatory Audit is in final copy – not draft.**
- **The issuance date of the Regulatory Audit is for the correct fiscal year-end.**
- **Submission of CAP(s) for each Regulatory Audit finding.**
- **Submission of anticipated implementation date for each Regulatory Audit finding.**
- **CAP(s) adequately address each finding.**
- **Submission of updated Board minutes for any revised CAP(s).**





Documents

 **Documents** Close

2019 Tutorial

2020 Cycle - Quick Guidance

2020 Tutorial

2021 Cycle - Quick Guidance





Useful Links

- **Complete Guide to Submissions**
 - **Portal Tutorial**
- **Technical NYSED Application Business Portal Assistance**
 - **SEDDAS Complete User Guide**
- **Audit Reference Manual**
 - **Audit Reference Manual**





New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Contact Information

- Office of Audit Services
 - [NYSED OAS Website](#)
 - Email: FSandSingleAudit@nysed.gov





New York State
EDUCATION DEPARTMENT

Knowledge › Skill › Opportunity

Thank You

