

Ogdensburg City School District

1100 State Street
Ogdensburg NY 13669



Patricia Smithers
Business Manager
(315) 393-7912 Ext. 40280
Fax: (315) 393-2767

New York State Education Department
Office of Audit Services
89 Washington Avenue, Room 524 EB
Albany, NY 12236

August 24, 2020

Dear Sir or Madam:

As required in the regulations of the New York State Education Department, we are responding for submittal of a Corrective Action Plan in regard to the Internal Audit of the Ogdensburg City School District by Seyfarth and Seyfarth, Certified Public Accountants, P.C. Following is the corrective action for the recommendations in the Internal Audit Report.

- 1) On August 24, 2020 we will institute an updated policy in regard to our IT/Cyber Security and examine all points listed by Seyfarth and Seyfarth.
- 2) On August 24, 2020 we will reinforce to our new employees and all staff that the Requisition and Purchase Order must be completed and approved before any purchase.

If I can be of further assistance, please contact me at 315-393-7912 ext. 40280 or psmithers@sllboces.org.

Sincerely,

A handwritten signature in cursive script that reads "Patricia K. Smithers".

Patricia K Smithers
Business Manager
Ogdensburg City School District

