



**Yonkers Board of Education  
Policy Committee Meeting  
Tuesday, January 21, 2020  
One Larkin Center, Board Room 4<sup>th</sup> Floor  
Yonkers, NY 10701  
5:00 p.m.**

**Meeting Agenda**

- I. Welcome & Updates**  
Vice President Judith Ramos Meier
- II. Section 5000**
  - Draft 5140, Entrance Age
- III. Section 6000**
  - Draft 6000, Financial Accountability
  - Draft 6240, Investments
  - Draft 6600, Fiscal Accounting and Reporting
  - Draft 6660, Independent Auditor
  - Draft 6680, Internal Audit Function
- IV. Other Business**
- V. Adjournment**

## ENTRANCE AGE

All children who reside in the ~~d~~District and are of legal school age are eligible to attend school within the District. A child who is four years old on or before December ~~1st~~first is eligible for admission to pre-kindergarten in September of that year. A child who is five years old on or before December ~~1st~~ first is eligible for admission to~~shall be enrolled in~~ kindergarten in September of that year. Proof of age must be presented in the form of a birth certificate, baptismal certificate, or passport.

A child who is five years old and has regularly attended and satisfactorily completed a year's work in a kindergarten which is duly registered with the New York State Education Department will be enrolled in the first grade.

The Board authorizes the Superintendent of Schools to establish any administrative regulations and/or procedures necessary to implement and maintain this policy.

Cross Ref: ~~BOE Resolution 09-1-257A~~

Ref: Education Law §§1604; 1709; 1712; 2503; 2514; 2554; 2555; 3202; and 3205; 3210

Adoption date: July 20, 2011

Revised:

## FINANCIAL ACCOUNTABILITY

School districts must establish internal controls to ensure accomplishment of goals and objectives; adherence to laws, regulations, policies, and good business practices; the efficacy and efficiency of operations; protection of assets; and maintenance of accurate, timely and reliable data.

The Yonkers City School District's governance and control environment will include the following:

- a. The Code of Ethics (Policy 2160, Code of Ethics of the Yonkers Public School District for Board Members, Officers, and Employees) addresses appropriate behavior and the avoidance of conflicts of interest by all District Board members, officers, and employees.
- b. Financial statements are to be prepared in accordance with generally accepted accounting principles and other principles as may be applied by governmental accounting standards and audited in accordance with generally accepted auditing standards by a certified public accounting firm.
- c. Financial statements and reports prepared in connection with funds received pursuant to Federal Grants are to be prepared in accordance with all requirements of the Federal awards.
- d. Corrective action plans in response to external audit reports, State and/or Federal audit reports, or other external reports requiring a corrective action plan will be provided to the Board.
- e. Establish required policies and procedures as guidance for District operations with timely updates in response to additional mandates from all applicable State and Federal laws and regulations.
- f. Review on a regular basis the financial reports.
- g. Review the District's Capital Improvement Plan for long-term (5 years) capital project planning.
- h. Attend training programs required by New York State law for Board members, the Comptroller, treasurers, claims auditors, and others to ensure they better understand their duties and responsibilities and the data and other information provided to them.
- a. The oversight and operation of an Audit Budget & Finance Committee, Internal Audit, and
- i. Claims Audit as required by New York State law in support of the Board's fiscal oversight responsibilities.

j. Review of internal audit reports submitted to the Board to understand the adequacy of District information systems and the internal controls related to fiscal and programmatic systems and procedures.

k. The District maintains information systems which are economical, efficient, current and secure. The District will periodically verify that its controls are working effectively.

b-1. The maintenance and accountability to all policies described within this document.

Cross-ref: \_\_\_\_\_2160, Code of Ethics of the Yonkers Public School District for Board Members, Officers, and Employees

Ref: 2 CFR Part §§200.300-200.302; 200.327

Adoption date: July 20, 2011

Revised: June 19, 2019

Revised:

## INVESTMENTS

As a city school district defined by ~~NYS~~New York State Education Law Article §52, the Yonkers City School District is fiscally dependent upon the City of Yonkers to manage investments on behalf of the District in accordance with the requirements established in ~~NYS~~New York State General Municipal Law Article 3 §39, other applicable laws, and the Charter of the City of Yonkers-.

Ref: General Municipal Law Article 3 §39  
Education Law ~~§52~~§§1723-a; 2554; 3652  
Charter of the City of Yonkers

Adoption date: July 20, 2011

Readopted: June 19, 2019

Revised:

## FISCAL ACCOUNTING AND REPORTING

The Board of Education insists on clear, complete, and detailed accounting of all financial transactions for which the Board is held accountable.

The system of accounts will conform to the Uniform System of Accounts for School Districts. In addition, accounting and reporting will adhere to generally accepted governmental accounting standards. The accounting system will yield information necessary for the Board to make policy decisions.

The Board directs the Commissioner of Finance to keep it informed of changes in state and/or Government Accounting Standards Board (GASB) accounting requirements and implement changes, as appropriate. The Board expects that the Commissioner of Finance will communicate new standards and/or requirements to the Board, as necessary, so that the Board can carry out its responsibilities.

Proposed expenditures will be budgeted under and the actual expenditures will be charged to categories that most accurately describe the purpose for which monies are to be spent.

The Board directs the Superintendent of Schools and the Finance Commissioner to keep it informed of the financial status of the District through monthly and annual reports. These reports should highlight any deviation in actual fiscal conditions from planned fiscal conditions and offer recommendations to the Board to remedy the situation. The Commissioner of Finance or his/her designee will prepare and submit, through the Superintendent, to the Board and the Commissioner of Education, such reports as are prescribed by law. The necessary reports shall be filed with appropriate governmental bodies as required under law or regulation.

The District shall be audited annually by an independent certified public accountant or a public accountant. The auditor's report shall be adopted by resolution and a copy shall be filed with the Commissioner of Education.

The Superintendent of Schools and the Finance Commissioner are hereby directed to respond to all audit findings and recommendations. Such response is to include a statement of the corrective actions taken or proposed to be taken, or if action is not taken or proposed, an explanation of reasons, as well as a statement on the status of corrective actions taken on findings or recommendations contained in any previous report of examination or external audit, or any management letter for which a response was required.

The Finance Commissioner shall also ensure that the provisions contained in the General Municipal Law in regard to audit reports are followed.

Cross-Ref: 1120, School District Records  
6660, Independent/External Audit

Ref: Education Law §§1610; 2117; 2528; 2577; 2590-i  
General Municipal Law §§33; 34  
8 NYCRR §155.1;

Adoption date: July 20, 2011  
Revised:

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## INDEPENDENT AUDITOR

The Board shall ~~appoint~~ obtain an annual audit of its records by an independent auditing ~~firm~~ certified public accountant or an independent public accountant. The report of such annual audit shall be presented to the Board of Education by such accountant

~~The independent audit of~~ the State of New York to examine each year the District's financial statements, of the Yonkers public schools including the study and evaluation of the District's financial system, shall be completed in accordance with auditing standards as required by generally accepted auditing standards in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The Board shall adopt a resolution accepting the audit report and shall file a copy of the resolution and the report with the Commissioner of Education ~~each year on or before January first following the end of the fiscal year audited.~~ The Board Audit Committee is responsible for oversight of the external independent accountant. The Audit Committee is responsible for making recommendations to the Board regarding the external independent accountant. Any recommendations made are not final until accepted by resolution of the Board of Education. In addition, the Superintendent shall submit to the State Education Department an annual financial report substantiating the appropriate expenditure of available funds in accordance with available resources and all other information as required by the State of New York for the verification of the accurate financial management of the Yonkers public schools.

~~The Superintendent of Schools, Finance Commissioner of the City of Yonkers and/or his/her designee (e.g., Deputy Commissioner, Director of Accounting, or Chief Accountant Administrative Officer, Chief Financial Officer, Assistant Superintendent of Finance), is hereby directed to~~ shall respond to all auditory findings and recommendations contained in the annual external audit report or management letter, or any final audit report issued by the state comptroller, within ninety (90) days of receipt of such findings or reports. Such response ~~is to~~ shall include the preparation of a corrective action plan in response to such findings, a statement of the corrective actions taken ~~or proposed to be taken~~, or, if action is not taken or proposed, an explanation of reasons, as well as a statement on the status of corrective actions taken on findings or recommendations contained in any previous report of examination or external audit, or any management letter for which a response was required. Corrective action plans prepared or proposed shall be presented to the Board for review. To the extent practicable, implementation of such corrective action plans shall begin no later than the end of the next fiscal year. The Board shall in a timely fashion post on its website the annual external audit report.

~~The Superintendent of Schools shall also ensure that the provisions contained in the General Municipal Law in regard to audit reports are followed.~~

Ref: Education Law "1700; 2526 §§2116-a(3); 2116-c



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Revised:

## INTERNAL AUDIT FUNCTION

The Board of Education recognizes its responsibility to ensure sound fiscal management of the District. To this end, the Board establishes an Internal Audit Function to carry out the following tasks:

- 1) Development of an annual risk assessment of District fiscal operations which shall include, but not be limited, to:
  - a) a review of financial policies and procedures,
  - b) the testing and evaluation of District internal controls;
- 2) An annual review and update of such risk assessment; and
- 3) Preparation of reports, at least annually or more frequently as the Board may direct, which:
  - a) analyze significant risk assessment findings,
  - b) recommend changes for strengthening controls and reducing identified risks, and
  - c) specify timeframes for implementation of such recommendations.

The District is permitted to utilize existing personnel to fulfill the Internal Audit Function, but such persons shall not have any responsibility for other business operations of the District while performing such function. The District shall also be permitted to use inter-municipal cooperative agreement shared services to the extent authorized by Education Law Section 1950 or independent contractors to fulfill the Internal Audit Function as long as such personnel or entities performing this function comply with any Regulations issued by the Commissioner of Education and meet professional auditing standards for independence between the auditor and the District.

Personnel or entities serving as the Internal Auditor and performing this function shall report directly to the Board. The District's audit committee shall assist in the oversight of this Internal Audit Function.

Ref: Education Law §§1950, 2116-a, 2116-b, 2116-c, 2554  
8 NYCRR §170.12(d)