

Hoosic Valley Central School District

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School Business Administrator

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September 22, 2025

Hoosic Valley Central School District Corrective Action Plan for the 2024-25 Independent Audit 2025-001 Compliance with School Food Service Resource Management

Finding: According to the code of federal regulations section CFR § 210.14 (b) the school food authority shall limit its net cash resources to no more than 6 months' worth of average expenditures. The fund balance of the school lunch fund exceeds 6 months of the average expenditure of the fund by approximately \$192,000. The cumulative effect of expenditures being less than revenue for a number of years was impacted by the increase in federal reimbursement rates and funding. The District was not in compliance with federal guidelines. As part of audit procedures, the compliance with this federal guideline is reviewed.

Recommendation: The District should develop a plan regarding how to address and use the excess in future years. The District is required to submit a plan to the Child Nutrition Program Administration detailing how the District will reduce the fund balance to an acceptable level.

Implementation plan of action: The District has created a new full time food service director position to assist in assessing methods to diversify the meals offered to students and increase participation. Additionally, the Business Manager will work with the Food Service Team to identify the supplies and equipment that will need to be purchased to facilitate the efforts to increase and diversify meal offerings.

Person Responsible for Implementation: Jodi Birch, Business Manager and Kolby Tator, Food Service Director

Anticipated Completion Date: June 30, 2026

2025-002 Equipment and Real Property Management

Finding: 2 CFR Section 200.318 stipulates that a non-Federal entity must use its own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in Part 200 Subpart D. Additionally, 2 CFR Section 200.214 refers to executive orders 12549 and 12689 as well as 2 CFR Part 180, which stipulates that no awards, subawards, or contracts be awarded to parties that are debarred, suspended, or otherwise excluded from receiving or participating in Federal assistance programs or activities. During our discussions with management, we noted that the District is not verifying the eligibility of vendors to participate in Federal assistance programs on an annual basis. They are however, checking the status of any new vendors.

Recommendation: We recommend that the District review the requirements of 2 CFR Section 200.214 and 2 CFR Part 180 and ensure that a review of the eligibility of potential vendors to participate in Federal assistance programs or activities is performed prior to disbursing funds to the vendor.

Implementation plan of action: The Business Manager will review these requirements with the Sr. Account Clerk. The Sr. Account Clerk will verify that all vendors are eligible to participate in the federal assistance program on an annual basis. Specifically, a note will be entered on the vendor record in the accounting system each time a purchase order is issued, which will detail that the proper verification was performed.

Person Responsible for Implementation: Jodi Birch, Business Manager and Amanda Lestage, Sr. Account Clerk

Anticipated Completion Date: August 30, 2025


Jodi A. Birch – Business Manager