

Erie 2-Chautauqua-Cattaraugus BOCES

2022-2023 External Audit

Corrective Action Plan

Anticipated Completion Date: June 30, 2024

Adult Education Programs

- 1) Regular meetings with the Director of Adult Education and Workforce Development, the Assistant Superintendent for Curriculum and Instruction, the Executive Director of Finance and the Accountant will continue to review the operations of all Adult Education programs.
- 2) Billing and revenue will be closely monitored at quarterly Adult Education and Work Force Development meetings.
- 3) Minimum class sizes will be enforced.

Responsibility: Director of Adult Education and Work Force Development
Assistant Superintendent for Curriculum and Instruction
Executive Director of Finance
Accountant

Student Accounts – Student Financial Assistance

- 1) Some responsibilities related to Student Financial Assistance will be transferred to the Business Office. Process revisions will be monitored to ensure effectiveness of changes.
- 2) Student Financial Assistance will be a standing discussion topic to address any areas of concern at quarterly Adult Education and Work Force Development meetings.

Responsibility: Director of Adult Education and Work Force Development
Program Operations Specialist
Business Office to provide support as requested

Extraclassroom student activities

Advisors will collect student ledgers before the end of the school year.