



Syosset Central School District

**Report on the Internal Audit Procedures Pertaining to the
Payroll Payout Observation on May 4, 2022**

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I. Summary of Total Employees and Confirmation Letters

Scope of Engagement

The Board of Education of Syosset Central School District engaged Nawrocki Smith LLP to provide internal audit services with respect to the District’s policies and procedures concerning payroll. As part of this engagement, we performed analysis and validation tests of the District’s financial data by way of a Payroll Payout Audit, with an emphasis on potential irregularities.

Pursuant to the request of the Board, we have analyzed the financial documents made available to us by the Syosset Central School District. Our analysis within each area consisted of the following:

➤ **Payroll Payout Observation (May 4, 2022)**

- Complete Payroll Payout distribution of the May 4, 2022 payroll

Analysis of Payroll Payout

On May 4, 2022 we conducted a complete Payroll Payout Audit for Syosset Central School District. This internal audit procedure consisted of the following phases: Planning, Field Work and Follow-up, and Analysis/Results.

Planning

During the planning phase, we obtained payroll sign in-sheets from the Payroll Department for each building location, prepared confirmation letters and self-addressed envelopes, and assigned Nawrocki Smith audit team members to the following locations:

- District Business Office
- Hilltop Maintenance Office
- Syosset High School
- H.B. Thompson Middle School
- South Woods Middle School
- A.P. Willits Elementary School

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- Berry Hill Elementary School
- J. Irving Baylis Elementary School
- Robbins Lane Elementary School
- South Grove Elementary School
- Village Elementary School
- Walt Whitman Elementary School

Field Work and Follow-Up

On the morning of May 4, 2022, we had staff report to the locations noted above. During the audit process, we carried out the following procedures at each District location:

- Verified photo identification, confirmed mailing addresses, and obtained employee signature.
- Sent confirmation letters to employees who did not provide photo identification and signature.
- Analyzed confirmations returned to the office of Nawrocki Smith LLP.

Analysis/Results

The following is a summary and analysis of the results of the Payroll Payout Audit:

- On May 4, 2022 we secured sign in sheets for each building that included a total of 1,560 employees.
- We obtained 1,180 employee signatures and mailed confirmation letters to 344 employees. The remaining 36 individuals were previous employees of the District receiving retroactive pay so they were not included in our confirmation mailing.

<u>Category</u>	<u>Count</u>	<u>Percentage</u>
Signatures Obtained	1,180	76%
Mailed Confirmation Letter	344	24%
Total Paychecks	1,524	100%

- On June 3, 2022, second request confirmation letters were sent to one hundred twenty seven (127) employees.
- As of August 3, 2022, forty-six (46) confirmations remained outstanding.
- Upon informing the District, follow up procedures were conducted to confirm the identities of the employees with outstanding confirmations.

The enclosed Exhibit I provides a summary of the total employees and confirmation letters mailed to employees.

Recommendations

There are no recommendations at this time.

Syosset Central School District
 Payroll Payout Observation
 Summary of Total Checks and Confirmation Letters
 Exhibit I

May 4, 2022

Administration	Total Employees	Confirmations	Signatures Obtained
	69	24	45
Maintenance - Hilltop	Total Employees	Confirmations	Signatures Obtained
	36	14	22
Mailed Checks	Total Employees	Confirmations	Signatures Obtained
	87	87	0
Syosset High School	Total Employees	Confirmations	Signatures Obtained
	393	106	287
South Woods Middle School	Total Employees	Confirmations	Signatures Obtained
	132	28	104
H.B. Thompson Middle School	Total Employees	Confirmations	Signatures Obtained
	166	23	143
Walt Whitman Elementary School	Total Employees	Confirmations	Signatures Obtained
	81	15	66
South Grove Elementary School	Total Employees	Confirmations	Signatures Obtained
	92	15	77
Village Elementary School	Total Employees	Confirmations	Signatures Obtained
	109	18	91
Robbins Lane Elementary School	Total Employees	Confirmations	Signatures Obtained
	109	17	92
J. Irving Baylis Elementary School	Total Employees	Confirmations	Signatures Obtained
	108	13	95
Berry Hill Elementary School	Total Employees	Confirmations	Signatures Obtained
	93	12	81
A.P. Willits Elementary School	Total Employees	Confirmations	Signatures Obtained
	85	8	77
	1560	380	1180
	Total Employees	Total Confirmations	Total Signatures Obtained