QUESTAR III
PUTTING STUDENTS FIRST

St. Lawrence-Lewis BOCES:

2025/26 IT Fixed Asset Inventory Audit

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June 18, 2026

Board of Education
St. Lawrence BOCES
40 W. Main St
Canton, NY 13617

We have completed the annual testing of controls for St. Lawrence BOCES. One of the requirements of the 2005 School Financial Oversight and Accountability legislation is ongoing testing and evaluation of the District's internal controls. Our engagement was designed to evaluate the adequacy of internal controls over IT Fixed Assets to ensure they are appropriately designed and operating effectively and efficiently. And, to provide a report with recommended changes for strengthening controls and reducing identified risks.

The purpose of the audit was to review the internal controls that the District has in place to prevent errors, detect fraud and ensure that financial reporting is accurate and that the District assets are safeguarded.

RELIABILITY OF INFORMATION

In performing our engagement, we obtained a sample from the population of IT Fixed Assets to test the accuracy and reliability of information provided by District personnel.

As noted, the purpose of our engagement was to assist you in improving the process by which you monitor and manage the risks that face the District. Any findings and recommendations in the attached report are the responsibility of the District to implement, accept the risk as identified, or implement alternative controls that will mitigate the risk to a level that is acceptable by the District. Ultimately, it is your responsibility to assess the adequacy of your risk management system.

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THE BOARD OF COOPERATIVE EDUCATIONAL SERVICE FOR RENSSELAER • COLUMBIA • GREENE COUNTIES

DISTRIBUTION OF THE REPORT

This report is intended solely for the information and use of the Board of Education and management of St. Lawrence BOCES and should not be used for any other purpose.

We appreciate the opportunity to serve you and thank the individuals in your organization for their cooperation. Over time, it will be necessary to reassess your risks to ensure that they have not changed and to ensure that your risk management system is functioning properly. Through our ongoing involvement with you as a client and our knowledge of your District and its processes, we are in a unique position to assist you with that process. Please contact us at any time should you desire such services.

Sincerely,

Brittany Trela, CPA
Internal Audit Manager
Questar III BOCES

Executive Summary

Objectives and Scope

The St. Lawrence-Lewis BOCES ("the BOCES") requested Internal Audit to examine the District's IT Fixed Assets process. The key objectives included evaluating if the District adheres to the Board of Education's policies applicable to IT Fixed Assets.

Our fieldwork concluded June 18, 2026.

Acknowledgements

We would like to thank the staff of St. Lawrence-Lewis BOCES for their courteous and prompt assistance during our audit.

Conclusion

Three observations were noted and are summarized below. Our recommendations are detailed in the report.

Reference	Observation	Risk	
1	From the sample of 70 IT assets: Assets missing, missing tags, having incorrect tags, incorrect locations, and being disposed of without notifying BOCES staff		High
2	From the sample of 20 IT assets identified at various locations throughout the BOCES: locations disagreeing or not recorded within the fixed asset listing		High
3	Internal Control Related Issues		High

ENTITY NAME	**St. Lawrence-Lewis BOCES**
REPORT DATE	June 18, 2026
PROCESS REVIEWED	IT Fixed Assets
PERSONNEL INTERVIEWED	Nicole Ashley - Director of Financial Affairs Lori Remington – Director of Information Technology Cyera McNamara – Assistant School Business Manager
SCOPE OF WORK	We reviewed the BOCES' IT Fixed Asset practices, policies, and controls in place, conducted interviews with relevant staff members, and performed the following testing procedures: • We reviewed the BOCES' policies related to IT Fixed Assets. In addition, we reviewed the accountability of IT Fixed Assets as of June 15, 2026. • Performed a physical inventory from a sample of 50 pre-existing items classified by the BOCES as an IT Fixed Asset from a population of 767 active assets for testing; and • Selected a sample of 20 IT Fixed Assets found at various locations throughout the BOCES then tested these assets against the BOCES' IT Fixed Asset accountability program.
SCOPE RESTRICTIONS	No scope restriction noted.
AUDIT OBJECTIVES	• Evaluate the IT fixed inventory process and applicable internal controls to ensure they are operating effectively and efficiently; • Evaluate the BOCES' process for tracking, accounting, and reporting the IT fixed assets inventory; and, • Ensure records are properly maintained and safeguarded.
KEY PROGRAM CONTROLS	The BOCES has created the following key program controls designed to meet business obligations, provide accountability, and promote operational effectiveness & efficiency: • The BOCES has created Board of Education Policies 5420 BOCES Personal Property Accountability and 5620 Fixed Asset Inventories, Accounting, and Tracking to provide guidance over the Fixed Asset processes. • The BOCES had a full physical inventory performed by AssetWorks in October 2022. • The Director of Information Technology utilizes an Excel spreadsheet to track the tags, descriptions, serial numbers, and various locations of IT assets over a $500 threshold.

	• The Director of Information Technology issues tags for any assets purchased over the $500 threshold. • The BOCES utilizes the RAMI system to account for all non-IT assets and all assets above a $5,000 threshold. The RAMI system was previously used to track IT assets above a $500 threshold.
OBSERVATIONS AND RECOMMENDATIONS	<u>Observation 1:</u> During our review of our sample of 70 fixed assets, we have noted the following: • 6 instances where the existence of a fixed asset could not be confirmed. • 3 instances where tags were either missing from a fixed asset or the tag on the fixed asset could not be referenced back to the fixed asset listing. • 10 instances where the location of a fixed asset did not agree with the fixed asset listing. • 1 instance where an item was on the listing but was actually recycled. The listing was not updated, and the Director of Financial Affairs was not made aware of the item being recycled. *Recommendation: The BOCES should work to ensure that all IT fixed assets are accounted for, have been tagged appropriately, and have had their locations updated within the IT Department's IT Fixed Asset Excel spreadsheet. Items that are to be recycled or disposed of should be reported to the Director of Financial Affairs in a timely fashion. It should be noted that numerous items within the Fixed Asset Listing did not have a location listed.* <u>Observation 2:</u> During our review of our sample of 20 fixed assets to be traced back from physical identification to the fixed asset listing, we have noted the following: • 7 instances where the location of the fixed asset was not listed on the fixed asset listing. • 3 instances where the fixed asset had an old tag and was not on the fixed asset listing; these items were instead listed within the RAMI system and had a RAMI tag. *Recommendation: The BOCES should update their fixed asset listing with the correct locations of their IT fixed assets. The BOCES should also identify IT fixed assets that are not affixed with a tag designed for their Excel spreadsheet listing including those still affixed with RAMI system tags.* <u>Observation 3:</u> During our interviews with staff regarding the IT Fixed Asset processes, we have noted the following:

	• According to staff, IT Assets from 2023 and onwards are tracked via an Excel spreadsheet shared amongst IT staff, however, all items predating the year of 2023 are stored in the RAMI system. IT staff advised that they do not have access to RAMI and are unable to determine if the tags and locations within RAMI are accurate. • According to policy 5420 BOCES Personal Property Accountability, "Disposition of any personal property, even though it may have little or no marketable value, must be approved by the Director of Financial Affairs." According to staff, IT Technicians are trusted to recycle outdated and obsolete equipment on their own, and no information is sent to the Director of Financial Affairs. • The BOCES has written procedures, guidelines, disposal forms, and fixed asset transfer forms, but none of the documents are communicated or provided to staff. *Recommendation: If the IT Department is to continue using an Excel spreadsheet instead of the RAMI system to account for IT fixed assets, all IT fixed assets should be identified, tagged appropriately, and have their locations recorded within the Excel spreadsheet. To assist in this, IT staff should be granted access to RAMI to identify any older IT fixed assets that have outdated tags. Additionally, IT staff should report all items that are to be disposed of or recycled to the Director of Financial Affairs to ensure that Policy 5420 is being followed and that disposals and recycled items are approved of accordingly. Lastly, the BOCES should ensure that all procedures, guidelines, disposal forms, and fixed asset transfer forms are provided to and reported to staff.*
SUBMITTED BY:	Anthony Velardi, Sr. Internal Auditor
DATED:	June 18, 2026