

TO: Brian Russ, Superintendent
FROM: Joanne George, School Business Administrator
DATE: November 19, 2020
SUBJECT: Corrective Action Plan – 2019 – 2020 Audit Findings for:
Extraclassroom Audited Financial Statements

The following is the Corrective Action Plan for the District's 2019 – 2020 Extraclassroom Audited Financial Statement.

Point of Sale Records

Person/Department Responsible for CAP:

- School Business Administrator, Joanne George
- Extraclass Faculty Advisor, Cheryl Sweet
- High School Student Activity Treasurer, Alka Moudgil
- Middle School Student Activity Treasurer, Tracey Head

Implementation Date:

- July 1, 2020

Auditor's Comment: We commend the District for its improvement in this area from prior years. We noted certain instances where the receipt of cash lacked point of sale records. Each cash receipt received by the central treasurer should be accompanied by supporting documentation which reconciles cash received to participation times rates/fees. Due to the lack of point of sale records, cash receipts are not adequate to permit the application of the necessary auditing procedures to indicate whether receipts were recorded. We recommend that point of sale records be filled out in detail or an appropriate summary be attached by the student treasurer or teacher advisor and be verified or reviewed by the central treasurer.

District Response: The District will continue to provide training opportunities to its staff members involved in the implementation of the Extra Curricular Student clubs and improve upon its processes for Point of Sale records and documentation.

Additional Comments

Funds Raised for Certain Purposes

Person/Department Responsible for CAP:

- School Business Administrator, Joanne George
- Extraclass Faculty Advisor, Cheryl Sweet
- High School Student Activity Treasurer, Alka Moudgil
- Middle School Student Activity Treasurer, Tracey Head

Implementation Date:

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Auditor's Comment: School districts were faced with difficult decisions during school closures resulting from the Pandemic including what to do with funds raised by students for certain purposes (i.e. student trip) that didn't take place. We recommend that the District develop a policy to address this situation if it occurs in the future and consider reviewing the policy with its legal counsel.

District Response: The District will look into developing a Policy regarding funds raised by certain students and the individual By-Laws of each club in order to document and address this issue.