

SAUGERTIES CENTRAL SCHOOL DISTRICT  
EXTRACLASSROOM ACTIVITY FUND-CASH BASIS  
Year Ended June 30, 2019

SAUGERTIES CENTRAL SCHOOL DISTRICT  
TABLE OF CONTENTS  
Year ended June 30, 2019  
-----

	<u>Page</u>
Auditor's Opinion	1-2
Statement of Assets and Fund Balance - Cash Basis	3
Statement of Cash Receipts and Disbursements - Cash Basis	4-7
Note to Financial Statements	8
Auditor's Findings and Evaluation	9-10

# **RAYMOND G. PREUSSER, CPA, P.C.**

Certified Public Accountants

P.O. Box 538

Claverack, New York 12513

Telephone: (518) 851-6650

Fax: (518) 851-6675

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Education of the  
Saugerties Central School District:

We have audited the accompanying financial statements of the Extraclassroom Activity Funds of the Saugerties Central School District as of June 30, 2019, which comprise the Statement of Assets and Fund Balance-Cash Basis and the related Statement of Cash Receipts and Disbursements-Cash Basis for the year then ended, and the related note to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1. This includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets and fund balance of the Extraclassroom Activity Funds of the Saugerties Central School District as of June 30, 2019, and its receipts and disbursements for the year then ended, in accordance with the basis of accounting as described in Note 1.

## **Basis of Accounting**

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

*Raymond G. Preusser, CPA, PC*

Claverack, New York  
September 17, 2019

SAUGERTIES CENTRAL SCHOOL DISTRICT  
STATEMENT OF ASSETS AND FUND BALANCE-CASH BASIS  
June 30, 2019  
-----

ASSETS

Cash	-Junior High School	\$ 19,907.09
	-High School	235,928.54
	-Elementary	33,778.06
		<u>\$ 289,613.69</u>

FUND BALANCE

Fund Balance	-Junior High School	\$ 19,907.09
	-High School	235,928.54
	-Elementary	33,778.06
		<u>\$ 289,613.69</u>

See auditor's report. See note to financial statements.

SAUGERTIES CENTRAL SCHOOL DISTRICT  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS-CASH BASIS  
JUNIOR HIGH SCHOOL  
Year ended June 30, 2019  
-----

Activities Per General Ledger	Balances 7/1/2018	Receipts	Disburse- ments	Balances 6/30/2019
Music Association	\$ 3,060.00	\$ -	\$ -	\$ 3,060.00
Builder's Club	370.30	6,049.00	6,239.00	180.30
Boys' Lacrosse	99.22	2,187.00	1,309.36	976.86
FCCLA	3,502.07	-	618.00	2,884.07
Science Club	871.03	32.00	600.00	303.03
Book Club	116.34	-	-	116.34
Cheerleading Club	1,338.35	-	-	1,338.35
Spanish Club	141.00	737.50	-	878.50
Student Government	9,983.09	20,793.70	20,613.09	10,163.70
Interest	6.55	5.94	6.55	5.94
	<hr/>	<hr/>	<hr/>	<hr/>
Totals	<u>\$ 19,487.95</u>	<u>\$ 29,805.14</u>	<u>\$29,386.00</u>	<u>\$ 19,907.09</u>

See auditor's report. See note to financial statements.

SAUGERTIES CENTRAL SCHOOL DISTRICT  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS-CASH BASIS  
HIGH SCHOOL  
Year ended June 30, 2019  
-----

Activities Per General Ledger	Balances 7/1/2018	Receipts	Disburse- ments	Balances 6/30/2019
Art Club	\$ 474.16	\$ -	\$ -	\$ 474.16
Cheerleaders	6,132.68	14,810.90	12,181.89	8,761.69
Chorus	13,063.44	2,467.92	8,015.42	7,515.94
Class of 2018	15,751.51	-	15,751.51	-
Class of 2019	8,745.92	179,663.61	170,635.83	17,773.70
Class of 2020	4,261.18	23,149.24	13,958.71	13,451.71
Class of 2021	2,268.11	5,351.50	3,601.84	4,017.77
Class of 2022	-	1,351.72	-	1,351.72
Bowling Club	0.98	6,330.00	5,914.73	416.25
Sawyer Softball Club	5,156.06	2,955.00	3,279.00	4,832.06
Girls Soccer Club	2,442.26	1,997.00	3,258.97	1,180.29
French Club	11,329.36	6,790.75	2,317.08	15,803.03
Volleyball Club	1,088.49	1,728.00	1,741.91	1,074.58
Music Association	8,913.01	6,031.00	5,397.47	9,546.54
Nat'l Honor Society	8,103.89	7,618.25	6,685.66	9,036.48
Key Club	46,358.97	23,702.04	21,060.63	49,000.38
Senior Class Play	7,200.18	21,336.98	6,649.65	21,887.51
Ski Club	2,462.89	17,687.00	16,729.00	3,420.89
Spirit Newspaper	541.91	-	-	541.91
Student Government	8,983.29	32,548.13	34,703.47	6,827.95
Science Club	5,785.77	7,063.00	5,790.02	7,058.75
Sawyer Wrestling Club	1,242.73	3,720.00	3,096.19	1,866.54
Baseball Club	2,828.18	4,149.00	2,011.52	4,965.66
Girls Basketball Club	84.05	6,633.00	6,676.90	40.15
Football Club	815.57	6,390.00	5,081.80	2,123.77
History Club	328.32	-	328.32	-
Lip Sync Club	2,159.26	4,190.75	2,108.00	4,242.01
Sawyer Yearbook	1,896.36	22,843.03	7,500.00	17,239.39
Totals	<u>\$ 168,418.53</u>	<u>\$ 410,507.82</u>	<u>\$ 364,475.52</u>	<u>\$ 214,450.83</u>

See auditor's report. See note to financial statements.

SAUGERTIES CENTRAL SCHOOL DISTRICT  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS-CASH BASIS (CONTINUED)  
HIGH SCHOOL  
Year ended June 30, 2019  
-----

Activities Per General Ledger	Balances 7/1/2018	Receipts	Disburse- ments	Balances 6/30/2019
Totals brought forward	\$168,418.53	\$ 410,507.82	\$ 364,475.52	\$ 214,450.83
Boys Soccer Club	9.53	-	-	9.53
Boys Basketball Club	1,698.49	8,903.19	10,198.00	403.68
Girls Lacrosse Club	689.05	7,855.00	7,169.00	1,375.05
Spanish Club	490.52	840.75	631.55	699.72
Quiz Bowl	147.59	-	129.75	17.84
Wind Ensemble Club	1,571.48	-	-	1,571.48
Girls Track Club	4,545.31	4,359.85	6,595.26	2,309.90
Gay Straight Alliance Club	255.75	253.00	35.06	473.69
ECO Club	1,353.37	563.00	135.50	1,780.87
Business Entrepreneurs Club	-	3,068.00	2,777.97	290.03
Fishing Club	-	1,021.60	845.26	176.34
SHS Book Club	390.61	415.00	805.00	0.61
Technology Club	25.95	410.00	320.33	115.62
Math Club	1,096.98	-	-	1,096.98
Girls Tennis Club	9.25	-	9.25	-
Marching Band	20,203.08	-	9,177.00	11,026.08
RC Aircraft Club	61.27	-	-	61.27
Interest	57.29	69.02	57.29	69.02
Totals	<u>\$ 201,024.05</u>	<u>\$ 438,266.23</u>	<u>\$ 403,361.74</u>	<u>\$ 235,928.54</u>

See auditor's report. See note to financial statements.



SAUGERTIES CENTRAL SCHOOL DISTRICT  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS-CASH BASIS  
ELEMENTARY SCHOOL  
Year ended June 30, 2019  
-----

Activities Per General Ledger	Balances 7/1/2018	Receipts	Disburse- ments	Balances 6/30/2019
Riccardi	\$ 4,607.65	\$ 18,819.13	\$ 14,375.01	\$ 9,051.77
Morse	4,487.56	18,333.72	17,382.35	5,438.93
Cahill	5,929.43	1,324.00	1,767.87	5,485.56
Mount Marion	12,212.82	13,505.39	11,971.90	13,746.31
Interest	46.36	9.13	-	55.49
	<u>46.36</u>	<u>9.13</u>	<u>-</u>	<u>55.49</u>
Totals	<u>\$ 27,283.82</u>	<u>\$ 51,991.37</u>	<u>\$ 45,497.13</u>	<u>\$ 33,778.06</u>

See auditor's report. See note to financial statements.

SAUGERTIES CENTRAL SCHOOL DISTRICT  
NOTE TO FINANCIAL STATEMENTS  
-----

1. Summary of Significant Accounting Policies:

The Extraclassroom Activity Fund of the District represents funds of the students of the district. The Board of Education exercises general oversight of these funds. The Extraclassroom Activity Fund is independent of the district with respect to its financial transactions, and the designation of student management. Separate financial statements are issued for the fund. The District also reports the fund in its financial statements, within the Fiduciary Fund.

The books and records of the Saugerties Central School District's Extraclassroom Activity Funds are maintained on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. Under this basis of accounting, assets are increased when cash is received and decreased when cash is disbursed.

See auditor's report.

SAUGERTIES CENTRAL SCHOOL DISTRICT  
AUDITOR'S FINDINGS AND EVALUATION

-----

Cash Receipts:

We found that generally, the internal accounting controls with regards to cash receipts were adequate to maintain proper accountability beyond the point of initial recording of the cash receipts.

Cahill Elementary:

During our audit, we noted numerous instances where receipts lacked supporting documentation.

Junior High School:

During our audit we noted the following:

1. Numerous instances where deposits lacked supporting documentation. (Tally sheets, sales records, student lists).

High School:

During our audit, we noted the following:

1. Numerous instances where deposits lacked supporting documentation. (Tally sheets, sales records, student lists)
2. Some instances where receipts were not deposited in a timely manner.

We recommend that all cash receipts be properly completed and all deposits made within three days. The cash receipts should then be properly filed and accessible with all applicable backup.

See auditor's report.

SAUGERTIES CENTRAL SCHOOL DISTRICT  
AUDITOR'S FINDINGS AND EVALUATION (CONTINUED)

-----

Fundraising Activities (Junior High and High School):

All fundraising activities must have the written approval of the Building Principal before they can be undertaken. When any such activity is completed, be it a dance involving admissions or an actual fundraiser, the organization must submit a Profit and Loss Statement to the Central Treasurer showing the complete results of the event. In addition, during a fundraiser, the organization should maintain "tally sheets" whereby those turning in funds will be duly recorded to backup all deposits.

Currently, we noted that Profit and Loss Statements were not being prepared for Junior High and High School fundraisers. We recommend that this process be instituted as required by all clubs and fundraisers.

Inactive Club: (Junior High and High School)

Junior High:

During our audit, we noted three clubs were financially inactive during the year.

High School:

During our audit, we noted six clubs were financially inactive during the year and funds remained for the Class of 2019.

We recommend that the inactive club be reviewed and if the club is no longer in existence, the remaining funds should be disposed of as prescribed by the Board of Education.

Sales Tax (All Schools):

The Extraclassroom Activity Funds of the District derive a substantial portion of its revenues from the sale of merchandise or services. Extraclassroom Activity Funds are not exempt from the provisions of New York State Sales Tax Law. Whenever an Activity becomes the vendor of services or property sold to private persons, such sales are subject to the collection and payment of sales taxes.

During our test of receipts, we noted no sales tax collections were made for fundraisers.

We suggest the School District develop procedures to ensure sales tax is properly collected and remitted to New York State by all clubs. We recommend that each faculty advisor be notified as to which activities are subject to sales tax.

See auditor's report.