

TO: Board of Education

FROM: Jane St. Amour, Business Official

DATE: November 10, 2020

RE: Corrective Action Plan – Extra-classroom Activity Funds

Below is the Corrective Action Plan (CAP) for the Extra-Classroom Activity Funds for the year ending June 30, 2020.

Current Year Findings:

Cash Receipts –

Supporting Documentation- District Administration will review with the Extra-Classroom Activity Advisors the documentation required to verify the reason and dollar amount of money being deposited. The documentation will include the date funds were received.

Timely Deposits- District Administration will review with the Extra-Classroom Activity Advisors the importance of submitting cash receipts to the Central Treasurer when funds are received or within three days of receipt and at the end of each week during the fundraising period.

Fundraising Activities–

Profit and Loss Statements-District Administration and the Central Treasurers will review the necessity and importance of completing Profit and Loss Statements for each and all fundraisers with Club/Activity Treasurers. Central Treasurers will provide the Profit and Loss Form for all clubs/activities use.

Financially Inactive Clubs-

District Administration and Central Treasurers will review financial activity at the end of each year to determine whether or not to close the inactive account with the understanding that financial inactivity doesn't necessarily mean club inactivity.

Sales Tax Collection-

District Administration will work with Central Treasurers to fill out applications to register as a vendor with NYS Tax and Finance. District Administration will develop procedures

and forms to properly collect and remit sales tax to NYS for each fundraising activity that is subject to collection and payment of sales tax. Extra-Classroom Advisors will be provided with the procedures and forms once developed.

These will be implemented within this school year.

Thank you.

cc: Kirk Reinhardt, Superintendent