



Business Administrator
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To: Robert Edwards, Superintendent
From: Kimberly A. Vile, Business Administrator
Date: December 4, 2020
Subject: Corrective Action Plan for Single and ExtraClassroom Audit

As part of the District's June 30, 2020 Single and Extraclassroom audit, our auditors, Raymond F. Wager, CPA, P.C., a division of Mengel, Metzger, Barr & Co. LLP, reviewed our internal controls over financial reporting. During their review, the following immaterial deficiencies in our internal controls were noted. Below is our response to their findings.

Single Audit There are no findings in regards to the Single Audit and therefore no action noted.

Extraclassroom Audit There were deficiencies noted

Prior Year Deficiencies Pending Corrective action:

Finding:

1. Profit and loss statements were not prepared and some that were prepared could not be traced to the general ledger. There is a lack of students involved with preparing these.
2. Sales tax is not being collected and remitted on taxable fundraisers.
3. Pre-Numbered tickets, or tally sheets are not always used to track attendance at events when admission is charged and ticket reconciliations are not always being completed.
4. Payments in excess of \$600 in a calendar year need to be issued an IRS Form 1099.
5. Treasurer's receipts are not pre-numbered.
6. Not all clubs had elected student officers.
7. Students are not always involved in maintaining a separate club ledger.
8. Students are not always involved in counting cash, preparing deposits, or preparing payment orders.
9. There are still some clubs that do not meet the criteria to be considered an extraclass organization.

Response: The District has been provided binders as well as annual training to those who are appointed as extraclass advisors. The stipend for the advisors is paid twice a year and contingent on participating in the training. The training occurs in September. The audit committee would like to focus on having the binders in a virtual form and ensure all are held accountable to follow the requirements. In addition the reorg meeting did address the shift for extra class accounts to be overseen by the aligned administrator for the club. Therefore, the extra class accounts associated with the 9-12 will be aligned with the 9-12 administration and the 7-8 accounts aligned with 7-8 administration.

cc: Board of Education
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