

**Business Administrator**

Kristopher Williamson

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To: Robert Edwards, Superintendent
From: Kristopher Williamson, Business Administrator, Faculty Auditor
Date: Tuesday, January 13, 2026
Subject: CAP for June 30, 2025 Extraclassroom Audit Report

As part of the district's Extraclassroom Audit, our auditors, Mengel, Metzger, Barr and Company, reviewed our internal controls over financial reporting. During their review, the following immaterial deficiencies in our internal controls were noted. Our prior and current year deficiencies are noted below along with our response to these findings.

Prior Year Deficiencies Pending Corrective Action**Sales tax is not being collected and remitted on taxable fundraisers.**

Annual training will be provided by the Faculty Auditor (Kristopher Williamson) to all club advisors, which will include guidance on sales tax remittance from fundraisers. Follow-up training will be provided to all club advisors prior to June 30, 2026.

There is no formal process in place for clubs to reconcile their books with those maintained by the Central Treasurer.

The Faculty Auditor (Kristopher Williamson) will meet with the Central Treasurer to review procedures used when meeting with Student Treasurers and will develop written procedures by June 30, 2026.

Receipts are not pre-numbered.

A system is currently in place to digitally create receipt numbers for deposits, payments, and transfers. The Faculty Auditor (Kristopher Williamson) will continue to work with the Central Treasurer to refine the process of issuing receipts. Written guidelines will be developed by June 30, 2026.

There was a raffle conducted during the year.

The Faculty Auditor (Kristopher Williamson) will provide annual training to club advisors regarding raffles. Follow-up training will be provided to all club advisors prior to June 30, 2026.

Bank Reconciliations are reviewed by the Business Official, however there is no indication of such review.

A formal process will be developed to ensure that an independent review of the monthly bank reconciliations is conducted and signed off by the Faculty Auditor (Kristopher Williamson) by June 30, 2026.

Profit and Loss Statements

There was one instance where profit and loss statements were not clearly identified on the general ledger.

The Faculty Auditor (Kristopher Williamson) will provide annual training to all club advisors regarding profit and loss statements and will provide guidance on how to ensure revenues, expenses, and sales tax remitted from fundraisers are clearly traceable to the club ledger and to the Central Treasurer's ledger. Follow-up training will be provided to all club advisors prior to June 30, 2026.

Deficit Balance

There was one club that ended the year with a deficit balance.

During the 2024-25 school year, BOE Policy #5520 was updated and approved by the Board of Education, which now addresses a process for any club that may experience unanticipated financial difficulties prior to the end of the school year. Prior to the conclusion of each school year, the Faculty Auditor (Kristopher Williamson) will review all club balances to ensure that the process indicated in Policy #5520 is followed prior to June 30, 2026

Current Year Deficiencies in Internal Control

Sales Tax

There were two clubs that paid sales tax on purchases intended for resale.

The Faculty Auditor (Kristopher Williamson) will provide annual training to all club advisors regarding sales tax and will provide guidance on how to utilize the Resale Certificate for taxable purchases that are intended for resale. Follow-up training will be provided to all club advisors prior to June 30, 2026.

Disbursements

There was one instance where a club provided a copy of a receipt (not the original receipt) for reimbursement. The Central Treasurer is not provided with adequate or original invoices and provides reimbursements without proper supporting documentation.

The Faculty Auditor (Kristopher Williamson) will provide annual training to all club advisors regarding disbursements and the importance of proper supporting documentation. Follow-up training will be provided to all club advisors and the Central Treasurer prior to June 30, 2026.

Other Items

Inactive Clubs

Eleven clubs were identified as inactive in the 2024-25 school year.

The Faculty Auditor (Kristopher Williamson) will work with the High School and Junior High Principals to review all clubs to determine if they will be inactive in the upcoming school year. A review of all current extraclassroom clubs will be conducted by June 30, 2026.