

# GRANVILLE CENTRAL SCHOOL DISTRICT

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Extra-classroom Activity Fund – Management Letter

## CLUB BUDGETS

Finding: Through our audit procedures, we noted that no budgetary estimates of necessary receipts and disbursements were made and documented

Recommendation: Per the SED guidance, each club should annually budget receipts and disbursements and file a copy with the chief faculty advisor, central treasurer, faculty advisor and student activity treasurer.

Actions Taken: Finding was noted during the 2018-2019 audit of Extra-classroom fund

Actions Planned to be taken: Each club will file a copy of their annual budget including budgetary estimates of receipts and disbursements with the chief faculty advisor and central treasurer. A copy will be filed with the advisor and student activity treasurer in their account notebooks as well.

## CLUB LEDGERS

Finding: Club ledgers are an important required part of the accounting records for Extra-classroom Activity Funds. The purpose of these ledgers is for the Club to be responsible for recording and monitoring their activity and for providing a system of checks and balances against the ECAF Treasurer. During the audit testing of 35 cash receipts, it was noted that one deposit was incorrectly accounted for in the club ledgers. During the audit testing of 36 cash disbursements, auditors noted two instances of disbursements that were incorrectly accounted for in the club ledgers.

Recommendation: Per the SED pamphlet for Extra-classroom Activity Funds, the student activity treasurer shall keep a ledger showing all receipts and disbursements and indicating a daily running balance, which shall be on a form prescribed by the Board of Education. He/she shall file all supporting data chronologically as evidence for the entries made in the ledger. The faculty advisor shall guide the student treasurer in posting to the account ledger and from time to time shall check the balancing of the student activity treasurer's accounts and the completeness of their supporting evidence.

Actions Taken: Finding was noted during the 2018-2019 audit of the Extra-classroom fund.

Actions Planned to be taken: All clubs are given ledgers at the beginning of the school year to maintain. A periodic check will be done three (3) times throughout the year to see if there are any discrepancies.

## ECAF PURCHASES

Finding: Through the audit procedures over cash disbursements it was noted a club used the District's credit account at a local grocery store to purchase items.

Recommendation: It was recommended that clubs do not use the District's accounts to purchase items as the District is tax exempt when making purchases and the clubs are not

Actions Taken: Finding was noted during the 2018-2019 audit of Extra-classroom fund

Actions Planned to be taken: In this particular instance, the central treasurer was absent and the District credit account was used in error. In the future, the central treasurer will make sure that the chief faculty advisor is aware of the location of the Extra-classroom credit account card that is used for taxable sales.

BOE Approved 01/13/2020