

Corrective Action Plan

In Response to Extraclassroom Activity Funds Audit Findings for June 30, 2020

Current Year Deficiency in Internal Control:

Prior Year Deficiency Pending Corrective Action:

Baker High School –

Sales Tax

During the course of our examination, we noted one instance in the Class of 2021, one instance in the Baker Student Council, and one instance in the Environmental Club in which sales tax was paid on the purchase of items intended for resale.

We recommend the District continue to monitor this situation to ensure compliance with New York State Sales Tax Law. 7

Baker High School – Sales Tax - Management Response:

The district has reviewed the incidents indicated and has taken steps to address this. Students and advisors are now required to indicate on their requests whether or not their purchase item is for resale.

Current Year Deficiency in Internal Control:

Baker High School –

Employee Compensation

During the course of our examination, we noted one instance in the Theater Arts Club and one instance in the Marching Band in which District employees were paid from extraclassroom funds for work performed.

We recommend all payments to District employees for extra work performed be processed through payroll. In addition, the Club which requested the services should reimburse the District for these costs.

Baker High School – Employee Compensation- Management Response:

In both instances, the staff paid were irregular employees (substitute/hourly and not listed in the staff directory). In the future, the central treasurer will review requests for payments with the payroll department to verify the payee is not an employee of the district. If they are an employee, the extraclassroom activity fund will reimburse the district for the payment.

Other Item:

The following item is not considered to be a deficiency in internal control, however, we consider it an other item which we would like to communicate to you as follows:

Inactive Club –

As indicated on the statement of cash receipts and disbursements, the Acceptance Coalition Club was financially inactive, during the 2019-20 fiscal year.

We recommend the status of this club be reviewed. If no future financial transactions are anticipated, it should be closed in accordance with the Board of Education policy.

Inactive Club – Management Response:

The district will review the status of the club to determine if appropriate to dissolve the club.

Prior Year Recommendation:

We are pleased to report that the following prior year recommendation has been implemented to our satisfaction:

1. We did not note any instances where receipts collected by the A-V Club were not deposited on a timely basis

Prior Year Recommendation: Management Response:

The district has worked closely with our auditors and our schools to ensure that we are depositing funds promptly.