

ONEONTA CITY SCHOOL DISTRICT
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M E M O R A N D U M

TO: Thomas F. Brindley, Superintendent of Schools
Board of Education, Oneonta City School District

FROM: LISA J. WEEKS
BUSINESS MANAGER

DATE: December 11, 2023

RE: EXTRACLASROOM ACTIVITY AUDIT RESPONSE, FYE 06/30/2023

We have reviewed the auditor's findings, evaluations and recommendations for The Extraclassroom Activity Fund for the Fiscal Year Ended June 30, 2023, submitted by Raymond G. Preusser, CPA. Audit and findings were reviewed with the ExtraClassroom Activity Treasurer. Attached is the letter from the auditor for your reference with the corresponding below responses.

CASH RECEIPTS

ECA Treasurer reminded club advisors of the importance of turning over fund raising money in a timely manner so that it can in turn, be deposited. ECA Treasurer provides cash receipt backups to the auditors when they are performing the annual audit. Additionally a safe is being purchased to hold fundraising collections for safekeeping prior to deposit.

On October 10, 2023, ECA Treasurer held a meeting with High School Club Advisors to review requirements and expectations including the timely depositing of cash receipts. On October 18, 2023 and October 25, 2023, meetings were held for Middle School Advisors.

A shared google drive has been established which contains forms, information and requirements for student activity funds.

INACTIVE CLUBS

ECA Treasurer is currently reviewing inactive clubs and will close out those clubs according to approved guidelines if they are no longer active. Treasurer will confirm with building administrator prior to close out as some of the clubs would be inactive due to lack of advisors, but we anticipate them being active again in the future. ECA Treasurer will meet with principals and will transfer funds from inactive clubs to the student council, no later than December 31, 2023.

FUNDRAISING ACTIVITIES

The Administrative Team met on October 17, 2023 and reviewed the expectations for fund raising activities. Building Administrators will approve fund raising activities in writing. Annual training was provided to Club Advisors on October 10, October 18 and October 25, 2023.

Additionally, a google drive for club advisors has been created which includes required forms. It should be noted that improvements have been made from prior year.

BONA FIDE ORGANIZATION

The Board of Education and the Superintendent are currently discussing recognized clubs and will make sure that they are handled appropriately in the Extra-Curricular Activity fund. There may also have been some miscommunication during the audit as Club Charters are housed in the Office of Curriculum and Instruction rather than with the Extraclassroom Activity Treasurer.