

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: October 26, 2022

RE: EXTRACLASSROOM ACTIVITY AUDIT RESPONSE, FYE 06/30/2022

We have reviewed the auditor's findings, evaluations and recommendations for The Extraclassroom Activity Fund for the Fiscal Year Ended June 30, 2022, 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.

On October 7, 2022, ECA Treasurer held a meeting with Club Advisors to review requirements and expectations including the timely depositing of cash receipts. An administrative team meeting was held on October 27, 2022. Part of discussion was with the Principals reminding them that as they approve fund raising activities, that they need to be firm about reminding advisors to complete and turn in appropriate paperwork.

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is currently reviewing inactive clubs and will close out those clubs according to approved guidelines if they are no longer active.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, 2022.

FUNDRAISING ACTIVITIES

The Administrative Team met on October 27, 2022 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 7, 2022. Director of Curriculum and Instruction sent an e-mail to club advisors on October 31, 2022 reminding them of the required reporting. 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.