



*Spencer Van Etten Central School*

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Dr. Joseph G. Morgan  
Superintendent of Schools

TO: Board of Education

FROM: Jane Bradley, School Business Executive

DATE: November 9, 2017

RE: Corrective Action Plan – Extra-classroom Activity Funds

Below is the Corrective Action Plan (CAP) for the Extra-Classroom Activity Funds for the year ending June 30, 2017.

Current Year Findings:

**Timely Deposits-** District Administration has reviewed the importance of timely deposits (within three business days of receipt) with the Central Treasurer.

**Supporting Documentation-** The importance of obtaining proper documentation prior to all cash disbursements has been reviewed with the Central Treasurer.

**Appropriate Authorization-** District Administration has reviewed the importance of signature confirmation for all receipts of funds with the Central Treasurer.

Recurring Findings:

**Profit and Loss Statements-**The Central Treasurer will review the necessity and importance of completing Profit and Loss Statements for each and all fundraisers with Club/Activity Treasurers.

**Cash Receipts – Timely Deposits**-The Club/Activity Treasurers and Advisors will submit receipts to the Central Treasurer when funds are received and will include documentation that verifies when cash and checks are received.

**Financially Inactive Clubs**- District Administration will review financial activity at the end of each year to determine whether or not to close the inactive account.

Thank you.

cc: Dr. Joseph G. Morgan, Superintendent  
Jerry Mickelson, CPA, Inero & Co  
Melissa Jewell, Chief Faculty Advisor  
Christine Brill, Central Treasurer  
Ann Pirozzolo, Accounting Manager