

Victor Central School District
Victor, NY 14564

Corrective Action Plan – Extraclass Account Audit 2018

Gift Cards

The District has instituted a requirement of both minutes, and receiving student signatures relative to gift card purchases/awards. The process is much improved over the previous school year, however, two instances lacked supporting club minutes, but did have the receiving student signatures. This process will be brought to faculty advisors attention as a reminder that both minutes and receiving signatures are required.

Effective Immediately

Raffles

District administration is reviewing processes used relative to raffles to ensure there are no compliance issues regarding these transactions.

Effective Immediately

Student Maintained Records

The Central Treasurer will work with Faculty Advisors and Student Treasurers to ensure that a separate set of ledgers is maintained by each club. Additionally, the Central Treasurer will work with the club on a monthly basis to compare records for accuracy.

Effective Immediately

Payments to Individuals

The District has a procedure in place that indicates club meeting minutes should be available to support all stipend payments made by a club. This process will be brought to faculty advisors attention as a reminder that this is a requirement.

Effective Immediately