



**BUSINESS OFFICE
VICTOR CENTRAL SCHOOL DISTRICT
585-924-3252 x1410**

To: Dennis Ford, Superintendent of Schools

From: John Zappia, Interim Business Official

Re: Corrective Action Plan

Date: October 2, 2019

What follows is the Corrective Action Plan related to issues cited in the Management Letter accompanying the financial audit for the 2018-2019 school year:

1. **Fund Balance – School Food Service** – The District has maintained excess fund balance in the School Food Service Program.

The unappropriated fund in the School Food Service Fund has decreased from the prior year by approximately \$150,000 to \$697,453. Of that \$108,000 will be appropriated as a revenue for the succeeding fiscal year. Further, another \$200,000 will be appropriated for equipment purchase.

Responsibility: Assistant Superintendent for Business, School Food Service Director

Due Date: June 2020

2. **Revenue Status Reports** – The District has not provided Revenue Status Reports for the General Fund on a monthly basis.

A comprehensive report of revenues for the 2018-2019 fiscal has been provided to the Board of Education during the budget process for 2019-2020. Further, quarterly revenue reports will be provided to the Board of Education in the 2019-2020 fiscal year.

Responsibility: Assistant Superintendent for Business

Due Date: October 1, 2019

Please do not hesitate to advise me of any questions or concerns related to this memo.