

## **District Corrective Action Plan for June 30, 2021 Annual Financial Audit**

The annual financial audit was conducted during the month of August 2021 and the annual financial report was accepted by the Board of Education on October 20, 2021. Below are the responses to the statements included in the Internal Control over Financial Reporting section of the Report to Those Charged with Governance.

### **Extraclassroom Activities**

#### **Outstanding Checks**

During our audit of the Extraclassroom activities at the High School, we noted that twenty checks totaling approximately \$8,700 have been outstanding for over a year.

#### **Corrective Action Plan:**

The Assistant Superintendent for Business and Treasurer will review the outstanding checks with the High School Extraclassroom Activity Treasurer and make a determination on how to most appropriately clear and reconcile uncashed checks, most of which are over three years old. It is expected this will be completed by December 31, 2021.

#### **Inactive Accounts**

We noted that nineteen clubs at the High School and Middle School, with aggregate ending balances of approximately \$12,600, had no financial activity during the current year. State Education Department regulations provide that the funds of a discontinued activity shall automatically revert to the account of the general student organization or to the student council and shall be expended in accordance with that organization's constitution.

#### **Corrective Action Plan:**

The Assistant Superintendent for Business and Treasurer will review the accounts with little or no financial activity during the 2020-2021 school year with the Middle School and High School Extraclassroom Activity Treasurers. Those accounts where future activity is not expected will be closed and any residual balances transferred to the general student organization. It is expected this will be completed by December 31, 2021.

### **Special Purpose Fund**

The Special Purpose Fund accounts for assets held by the School District in accordance with grantor or contributor stipulations. During the audit of the Special Purpose Fund, we noted that fourteen accounts, with aggregate ending balances of approximately \$8,700, did not have any financial activity during the current fiscal year.

#### **Corrective Action Plan:**

The Assistant Superintendent for Business will review the scholarship accounts that had little or no financial activity during the 2020-2021 school year with the Guidance Department. Those accounts where future scholarship awards are not expected will be closed and any residual balances allocated in accordance with Board of Education approval. Board approval will take place by March 30, 2022.