Amherst Central School District
Anthony J. Panella
Superintendent
Laura N. Bosinski
School Business Administrator

November 29, 2018

New York State Education Department
Office of Audit Services
Room 524 EB
89 Washington Avenue
Albany, New York 12234

To whom it may concern,

Please find this correspondence as submission of the Corrective Action Plan for the finding identified in the June 2018 External Audit completed by Drescher and Malecki, LLC for the Amherst Central School District.

Finding:
According to "The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds- Finance Pamphlet 2", which is issued by the New York State Education Department to summarize the Regulations of the Commissioner of Education, the student extraclassroom activities may only be formed by students in districts with educational programs beyond the 6th grade. Additionally, these programs require maintenance of separate and individual account ledgers, which include the central treasurer of the District as well as the student activity treasurer, with all activities being run by the students of each school. Sales tax should be charged on those items that qualify as taxable good per the "Sales Tax Guide". Further, deposits should be properly documented with signatures of both the faculty advisor and the student treasurer. Lastly, all defunct accounts, those that remain unused during the most recent two fiscal years, should be closed out with the funds transferred to the general student organization or student council.

Recommendation:
We recommend that the District consider closing out the extraclassroom accounts maintained on behalf of the elementary schools. Additionally, we recommend that extraclassroom accounts be maintained separately and individually; which would include ledger maintenance, monthly bank reconciliations, and expenditure approval and attached support by student activity treasurers, along with separate records maintained by the Central Treasurer. Sufficient supporting documentation of sales charged on all items that qualify as taxable good should be maintained. Lastly, all monies counted for deposit should be signed or initialed by both the student treasurer and faculty advisor before being remitted to the central treasurer.

Description of actions taken:

1. *The School Business Administrator and Treasurer have met with the Principals of the elementary schools to develop a plan to close the extraclassroom accounts in those buildings which are attributed to students in grades lower than sixth grade.*
2. *The School Business Administrator has met with the Central Treasurers, Advisors, and Treasurers of the extraclassroom accounts to discuss best practices, sales tax collection, and record keeping in both the High School and Middle School.*
3. *The Central Office Junior Accountant has scheduled meetings monthly with the Central Treasurers of the High School and Middle School to review transactions for accuracy and appropriate documentation.*
4. *The Central Treasurers of the High School and the Middle School along with the Junior Accountant attended a training for proper procedures for extraclassroom transactions, including sales tax collection.*

Description of actions planned to be taken:

1. *The extraclassroom accounts at the elementary buildings will be closed and all remaining funds will be moved to the District's general fund to be spent according to the District's purchasing and procurement policies.*
2. *The School Business Administrator will continue to meet with those involved in extraclassroom transactions to provide support and profession development related to proper procedures, practices, and documentation.*
3. *The Central Office Junior Accountant will meet with the Central Treasurers of the High School and Middle School monthly to review transactions for accuracy and appropriate documentation and to provide additional support and guidance as necessary.*
4. *The School Business Administrator will continue to seek additional training opportunities for those involved in the multiple roles of the extraclassroom account maintenance, including sales tax collection.*

Date actions completed or will be completed:

1. *Meetings completed Summer 2018, accounts closed prior to end of calendar year 2018.*
2. *Completed October 2018 and ongoing throughout the 2018-19 school year.*
3. *Completed September 2018 and ongoing throughout the 2018-19 school year.*
4. *Completed Fall 2018 and ongoing throughout the 2018-19 school year.*

Name of responsible party:

1. *Laura Bosinski, School Business Administrator; Barbara Williams, Treasurer*
2. *Laura Bosinski, School Business Administrator*
3. *Janet Wamsely, Central Office Junior Accountant*
4. *Laura Bosinski, School Business Administrator*

Please contact me with any questions regarding the information contained in this Corrective Action Plan for the June 2018 External Audit for the Amherst Central School District.

Sincerely,

Laura N. Bosinski
School Business Administrator