



Amherst Central School District

Anthony J. Panella
Superintendent

Laura N. Bosinski
School Business Administrator

December 12, 2017

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 2017 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". 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. Sales tax should be charged for all items that qualify as taxable goods. Finally, we recommend that the funds of classes that have graduated, as well as defunct accounts, be properly reallocated.

Description of actions taken:

- 1. The District has requested its internal audits to focus on the extraclassroom accounts during the upcoming school year.*

2. *The School Business Administrator has met with the Central Treasurer, Advisors, and Treasurers of the extraclassroom accounts to discuss best practices, sales tax collection, and record keeping.*
3. *The School Business Official has met with the Central Treasurer regarding the creation of a policy/procedure to handle inactive clubs with remaining balances.*

Description of actions planned to be taken:

4. *The Central Treasurer will draft a policy/procedure to handle inactive clubs with remaining balances and review with Treasurers, Advisors, and the School Business Administrator.*
5. *The School Business Administrator will seek additional training opportunities for those involved in the multiple roles of the extraclassroom account maintenance, including sales tax collection.*
6. *The School Business Administrator will meet with the Central Treasurers of the elementary extraclassroom accounts to discuss alternative methods to maintain extracurricular programming.*

Date actions completed or will be completed:

1. *Completed November 2017 and ongoing throughout the 2017-18 school year.*
2. *Completed October 2017*
3. *Completed September 2017*
4. *Will be completed prior to the end of the 2017-18 school year.*
5. *Ongoing throughout the 2017-18 school year and beyond.*
6. *Will be completed prior to the end of the 2017-18 school year.*

Name of responsible party:

1. *Laura Bosinski, School Business Administrator*
2. *Laura Bosinski, School Business Administrator*
3. *Laura Bosinski, School Business Administrator*
4. *Gregory Pigeon, Central Treasurer*
5. *Laura Bosinski, School Business Administrator*
6. *Laura Bosinski, School Business Administrator*

Please contact me with any questions regarding the information contained in this Corrective Action Plan for the June 2017 External Audit for the Amherst Central School District.

Sincerely,

Laura N. Bosinski
School Business Administrator