
Pittsford Schools

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Leeanne G. Reister
Director of Finance

TO: Michael Pero, Superintendent
Darrin Kenney, Asst. Superintendent for Business

FROM: Leeanne G. Reister, Director of Finance

SUBJECT: 2018-19 Management Letter – Corrective Action Plan

DATE: October 21, 2019

Prior Year Deficiency Pending Corrective Action:

Off-site Collections – Our examination revealed several instances where Athletic Admissions, Summer Enrichment Program & Driver’s Education receipts were not deposited in a timely manner

We recommend the District continue to make every effort to deposit funds within 3-5 business days after being received.

The district will continue to review cash collection procedures with staff that are responsible for collecting money in off-site locations. These procedures will include cash collection, reconciliation, signatures of ticket takers, and deposit preparation. In addition, the District will perform random audits of cash collection events or activities. The BOE Cash Collection Policy will be included in these written procedures to reinforce timeliness of deposits. An online registration and payment system has been implemented which significantly reduces the amount of cash and checks that are handled. Drop safes are being placed in every building to enhance security for staff to place deposits for transport to the Business Office. The Director of Student Services has also worked with the Summer Enrichment and Driver’s Education program Directors to identify a schedule of days that deposits will be made in order to meet the 3-5 day requirement.

Therefore, BE IT RESOLVED, that the Board of Education approves the External Audit Report Corrective Action Plan as presented.