

PINE PLAINS CENTRAL SCHOOL DISTRICT

PINE PLAINS, NY 12567-5504

518-398-7181 EXT 1404

FAX 518-398-6592

MEMORANDUM

Date: October 16, 2024
To: Board of Education
From: Laura L Rafferty, Business Official
cc: Dr. Brian Timm, Superintendent
Julia Watson Tomaine, District Clerk
Re: Corrective Action Plan for 23-24 Extraclassroom Audit

CORRECTIVE ACTION PLAN

Response to Management Letter of October 14, 2024

Current Year Memorandum Items

Finding #1: Two Extraclassroom clubs had overdrawn balances as of June 30, 2024.

District Response:

The Business Official had a conversation with the Extraclassroom Treasurer on proper procedures when disbursing funds. A recommendation was made to the Building Principal regarding a Faculty Auditor that would offer additional support to the Extraclassroom Treasurer. Two training workshops were required for the Extraclassroom Treasurer to continue her responsibilities for the 2024/2025 school year. The Extraclassroom Treasurer completed the training workshops in August of 2024. The workshops were geared around The Safeguarding, Account and Auditing of Extraclassroom Activity Funds, Revised 2019. The Extraclassroom Treasurer was also reminded that this document was available as a resource as well as the District Treasurer and the Business Official if there were any questions or concerns going forward with practices and procedures.

Implemented: August, 2024