

**To:** Audit Committee  
**Date:** November 27, 2023  
**Re:** Wheatland-Chili Central School District

## **Extraclassroom Corrective Action Plan – 2022-23 262001**

District Response to External Auditors' Internal Control Related Matters issued by Raymond F. Wager, CPA, P.C.:

### Prior Year Deficiencies Pending Corrective Action:

#### Reconciliations-

#### **1. Audit Recommendation:**

Our Examination revealed one instance in the TJ Connor Bookstore where there was no reconciliation of items sold to total cash collected.

In an effort to improve internal accounting control, a reconciliation of items sold to total cash collected should be prepared for receipts submitted to the Central Treasurer for deposit.

#### **2. Implementation Plan of Action(s):**

Last year the District Treasurer had a discussion with the Advisor for the Elementary Bookstore and worked together to create a spreadsheet to reconcile items sold to cash collected that would be turned in with each deposit. A new Advisor was appointed for the 2022-23 school year. The Central Treasurer and District Treasurer both showed the Advisor how to reconcile the cash to total items sold with the spreadsheet. Going forward the Central Treasurer will continue to monitor the Advisors reconciliation of items sold to cash when they turn in their deposits to the Central Treasurer.

#### **3. Implementation Date:**

The implementation will occur for the duration of the 2023-24 school year.

#### **4. Person Responsible for Implementation:**

The Central Treasurer and Advisors are responsible for the implementation.

Current Year Deficiencies in Internal Control:

Profit and Loss-

**1. Audit Recommendation:**

During our examination we noted that the Drama Clubs were not listing expenses related to performances on the profit and loss statements.

We recommend that every effort should be made to include all the revenue and expenses associated with performances be listed on the profit and loss statements.

**2. Implementation Plan of Action(s):**

Moving forward the Central Treasurer will discuss with the Drama Club Advisors that all expenses need to be listed on the profit and loss statement related to the performance.

**3. Implementation Date:**

The implementation will occur for the duration of the 2023-24 school year.

**4. Person Responsible for Implementation:**

The Central Treasurer and Advisors are responsible for the implementation.

Varsity Club-

**1. Audit Recommendation:**

Although there were only two transactions recorded by the HS Varsity Club, we noted that there was no appointed Faculty Advisor during the 2022-23 year. During our examination we noted a voucher that was not signed by the Faculty Advisor or Student Treasurer.

We recommend each club have an assigned Faculty Advisor and Student Treasurer.

**2. Implementation Plan of Action(s):**

The district was aware that the Varsity Club had not been approved this year as a club, thus there was no Advisor appointed. In the interim, the Cheer Team had money in the Varsity Club and performed one deposit and expense per approval by the School Business Official to do so. During this time discussions were underway regarding how to handle the Varsity Club going forward. We will continue to have discussions regarding how to handle Varsity Club's remaining balance.

### **3. Implementation Date:**

The implementation will occur for the duration of the 2023-24 school year.

### **4. Person Responsible for Implementation:**

The Central Treasurer is responsible for the implementation.

#### Other Item:

The following item is not considered to be a deficiency in internal control; however, we consider it another item which we would like to communicate to you as follows:

#### Inactive Clubs-

##### **1. Audit Recommendation:**

As indicated on the statement of cash receipts and disbursements, MS Junior Honor Society, HS Ski Club, HS National Honor Society, HS Leadership Asset Training Club, HS FBLA Club, the HS Class of 2021 were financially inactive during the 2022-23 fiscal year.

We recommend the status of these club be reviewed. If no future financial transactions are anticipated, they should be closed in accordance with the Board of Education policy.

##### **2. Implementation Plan of Action(s):**

We have reviewed the clubs above. The Class of 2021 has a plan in place to spend their money on a garden bench once the construction is completed at the High School. The HS Ski Club plans to transfer their money to the MS Ski Club. The remaining clubs we will continue to monitor; if by the end of the second year there is no activity, we will transfer the funds to Student Council.

##### **3. Implementation Date:**

We will monitor the clubs throughout the 2023-24 school year for activity and make a determination for the course of action at the end of the year.

##### **4. Person responsible for Implementation:**

The Central Treasurer is responsible for this implementation.

#### Prior –Year Recommendations:

We are pleased to report that the following prior year recommendations have been implemented to our satisfaction:

1. We noted that students were involved in recording transactions for the Class of 2023.
2. We did not note any instances of clubs with deficit balances.