

BERLIN CENTRAL SCHOOL DISTRICT  
EXTRACLASSROOM ACTIVITY FUND-CASH BASIS  
Year Ended June 30, 2021

BERLIN CENTRAL SCHOOL DISTRICT  
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Year ended June 30, 2021  
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# RAYMOND G. PREUSSER, CPA, P.C.

Certified Public Accountants

P.O. Box 538

Claverack, New York 12513

Telephone: (518) 851-6650

Fax: (518) 851-6675

## INDEPENDENT AUDITOR'S REPORT

To the Board of Education of the  
Berlin Central School District:

We have audited the accompanying financial statements of the Extraclassroom Activity Funds of the Berlin Central School District as of June 30, 2021, which comprise the Statement of Assets and Fund Balance-Cash Basis and the related Statement of Cash Receipts and Disbursements-Cash Basis for the year then ended, and the related note to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1. This includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets and fund balance of the Extraclassroom Activity Funds of the Berlin Central School District as of June 30, 2021, and its receipts and disbursements for the year then ended, in accordance with the basis of accounting as described in Note 1.

## **Basis of Accounting**

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

*Raymond G. Preusser, CPA, PC*

Claverack, New York  
October 28, 2021

BERLIN CENTRAL SCHOOL DISTRICT  
STATEMENT OF ASSETS AND FUND BALANCE-CASH BASIS  
June 30, 2021

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ASSETS

|      |                     |
|------|---------------------|
| Cash | <u>\$ 52,132.27</u> |
|------|---------------------|

FUND BALANCE

|              |                     |
|--------------|---------------------|
| Fund Balance | <u>\$ 52,132.27</u> |
|--------------|---------------------|

See auditor's report. See note to financial statements.

BERLIN CENTRAL SCHOOL DISTRICT  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS-CASH BASIS  
Year ended June 30, 2021

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| Activities Per<br>General Ledger | Balances<br>7/1/2020 | Receipts            | Disburse-<br>ments  | Balances<br>6/30/2021 |
|----------------------------------|----------------------|---------------------|---------------------|-----------------------|
| Class of 2018                    | \$ 195.00            | \$ -                | \$ -                | \$ 195.00             |
| Class of 2019                    | 91.66                | -                   | -                   | 91.66                 |
| Class of 2020                    | 1,433.43             | 1,622.94            | -                   | 3,056.37              |
| Class of 2021                    | 2,750.99             | 6,577.30            | 9,336.29            | (8.00)                |
| Class of 2022                    | 3,194.67             | 2,615.30            | 2,125.52            | 3,684.45              |
| Class of 2023                    | 418.54               | 2,941.81            | 850.00              | 2,510.35              |
| Class of 2024                    | 699.66               | 4,676.94            | 3,347.00            | 2,029.60              |
| Class of 2025                    | 327.41               | 44.45               | -                   | 371.86                |
| Class of 2026                    | 213.96               | 63.00               | -                   | 276.96                |
| Class of 2027                    | -                    | 125.89              | 33.48               | 92.41                 |
| Art Club                         | 1,628.04             | -                   | -                   | 1,628.04              |
| BAA                              | 2,551.41             | -                   | -                   | 2,551.41              |
| Band Fund                        | 757.41               | -                   | -                   | 757.41                |
| Berlin Inventeam                 | 318.78               | -                   | 299.36              | 19.42                 |
| Chorus                           | 2,763.61             | -                   | 775.00              | 1,988.61              |
| WEB                              | 60.19                | -                   | -                   | 60.19                 |
| Clay Target Shooting Team        | 7,799.83             | 3,187.53            | 3,100.30            | 7,887.06              |
| Dollars for Scholars             | 236.71               | -                   | -                   | 236.71                |
| Drama-High School                | 1,676.02             | 2,319.42            | 3,643.65            | 351.79                |
| Drama-Middle School              | 3,669.41             | -                   | 1,150.26            | 2,519.15              |
| CAM                              | 2,935.70             | 410.12              | 577.45              | 2,768.37              |
| GSA                              | 263.25               | 20.00               | -                   | 283.25                |
| S.A.D.D.                         | 649.02               | -                   | -                   | 649.02                |
| Sales Tax Payable                | 2,120.96             | 2,286.32            | 2,147.05            | 2,260.23              |
| MS/HS School Store               | 89.80                | -                   | -                   | 89.80                 |
| Spanish Club                     | 4,609.31             | -                   | 1,357.28            | 3,252.03              |
| Student Council-H.S.             | 831.19               | 381.86              | 26.61               | 1,186.44              |
| Student Council-M.S.             | 8,035.72             | 6,677.03            | 7,540.25            | 7,172.50              |
| Student Council-Marine Biology   | 603.36               | -                   | 545.84              | 57.52                 |
| Yearbook-M.S.                    | 701.35               | 1,349.54            | 1,640.10            | 410.79                |
| Yearbook                         | 2,470.83             | 3,415.93            | 2,184.89            | 3,701.87              |
| Totals                           | <u>\$ 54,097.22</u>  | <u>\$ 38,715.38</u> | <u>\$ 40,680.33</u> | <u>\$ 52,132.27</u>   |

See auditor's report. See note to financial statements.

BERLIN CENTRAL SCHOOL DISTRICT  
NOTE TO FINANCIAL STATEMENTS

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1. Summary of Significant Accounting Policies:

The Extraclassroom Activity Fund of the District represents funds of the students of the district. The Board of Education exercises general oversight of these funds. The Extraclassroom Activity Fund is independent of the district with respect to its financial transactions, and the designation of student management. Separate financial statements are issued for the fund. The District also reports the fund in its financial statements, within the Fiduciary Fund.

The books and records of the Berlin Central School District's Extraclassroom Activity Funds are maintained on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. Under this basis of accounting, assets are increased when cash is received and decreased when cash is disbursed.

See auditor's report.

BERLIN CENTRAL SCHOOL DISTRICT  
AUDITOR'S FINDINGS AND EVALUATION

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Inactive Clubs:

During our audit, we noted that several clubs were financially inactive during the 2020-21 school year possibly due to the COVID-19 pandemic and that funds remained for the Classes of 2018, 2019, and 2020.

We recommend that the financially inactive clubs be reviewed and if the club is no longer in existence, the remaining funds should be disposed of as prescribed by the Board of Education.

Overdrawn Account:

During our audit, we noted one club was overdrawn at June 30, 2021.

Activities are not permitted to have a negative balance. When this occurs, an authorized advance from another activity should take place to avoid a year end negative balance.

Fundraising Activities:

All fundraising activities must have the written approval of the Building Principal before they can be undertaken. When any such activity is completed, be it a dance involving admissions or an actual fundraiser, the organization must submit a Profit and Loss Statement to the Central Treasurer showing the complete results of the event. In addition, during a fundraiser, the organization should maintain "tally sheets" whereby those turning in funds will be duly recorded to backup all deposits.

Currently, we noted that Profit and Loss Statements were not being prepared for the High School and Middle School fundraisers. We recommend that this process be instituted as required by all clubs.

See auditor's report.