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Year Ending 2025 Extra-Classroom Audit Corrective Action Plan

The District's External Auditor, Raymond G. Preusser, CPA, presented the Extra-Classroom Audit Report to the Audit Committee at its meeting on November 18, 2024..

Audit Area(s)	Comment	Corrective Action	Person(s) Responsible	Date
Cash Receipts	Deposits lacked supporting documentation (e.g. copy of checks, tally sheets, etc.).	<p>The Principal will inform advisors of the need for back up documentation and corrective action moving forward.</p> <p>Advisors will monitor and support Student Treasurers in complying with documentation requirements.</p> <p>The Central Treasurer will enforce the collection of back up documentation or require a written explanation for the lack of documentation signed by the student treasurer and advisor so such instances can be avoided.</p>	<p>Principal</p> <p>Advisors</p> <p>Central Treasurer</p>	<p>Ongoing.</p> <p>Winter 2025 and annually at the start of the school year (and as necessary for enforcement) thereafter.</p>
Cash Receipts	Deposits were held by clubs longer than the required 72 hour period.	<p>The Principal will inform Advisors and Student Treasurers of the requirements for deposit of funds within 72 hours of collection.</p> <p>The Central Treasurer will enforce compliance with the 72 hour deposit requirement by sending notice to the Advisor and Principal each time a deposit arrives beyond 72 hours.</p>	<p>Principal</p> <p>Central Treasurer</p> <p>Advisors</p> <p>Student Treasurers</p>	<p>Ongoing.</p> <p>Winter 2025</p>
Cash Receipts	Receipts for deposits were unable to be located.	Advisors will work with Student Treasurers to ensure an orderly system is in place to save/file/record receipts that include sales tallies or other methods of safeguarding funds collected. Advisors will monitor student efforts and provide feedback to improve documentation compliance.	Advisors Student Treasurers	<p>Ongoing.</p> <p>Winter 2025</p>
Inactive Clubs	Funds remained for the Class of 2025	<ol style="list-style-type: none"> 1) The Central Treasurer will review club fund activities at the close of the year and will notify the Board of inactive or expiring clubs and will report the disposition of any related funds. 2) The Board will establish parameters for the identification and transfer of funds from clubs that have been inactive or that are reasonably anticipated to expire. 	<p>Central Treasurer</p> <p>Board of Education</p>	<ol style="list-style-type: none"> 1) Annually in June, beginning year end 2026 2) Winter 2026
Fundraising	<p>Fundraising request forms were being prepared for some but not all of the High School and Middle School fundraisers.</p> <p>The Profit/Loss Statements were not completed for all</p>	<p>The Principal will develop a process for ensuring all fundraisers are approved. The Principal will monitor compliance and take corrective action when fundraisers are found to be out of compliance with approvals and Profit & Loss reporting.</p> <p>Advisors will work with students to develop Profit and Loss reporting for all extra-classroom club fundraising activities and will ensure they are handed in with funds collected for the activity to the Central</p>	<p>Principal</p> <p>Advisors</p> <p>Student Treasurers</p> <p>Central Treasurer</p>	<p>Winter 2026</p>

	fundraisers.	Treasurer.		
Organizations	<p>Extraclassroom Activity funds may only be formed by students in grade 6-12.</p> <p>Each club should prepare an organization charter that demonstrates the club meets the criteria to be a student activity.</p>	<p>The Principal will inform any potential 6th grade club advisor and 6th student groups that they are not permitted to establish a fund. The principal will not recommend opening fund accounts for such clubs to the Board.</p> <p>The Principal will inform all advisors that they should lead a club charter development process with student clubs and will set a due date for such charters to be developed and turned in to the principal for review.</p> <p>The Board will not approve any clubs put before them that are to be managed by students under grade 7.</p> <p>The Central Treasurer will recommend to the BOE that any existing grade 6 club account be closed.</p>	<p>Principal</p> <p>Principal</p> <p>BOE</p> <p>Central Treasurer</p>	<p>Ongoing. Fall 2025</p> <p>Ongoing Fall 2025</p> <p>Ongoing. Club was closed in summer of 2025.</p>