



Rush-Henrietta Central School District

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December 20, 2021

MEMO TO: The Board of Education
Rush Henrietta Central School District

FROM: Andy Whitmore

RE: Extraclassroom Activity Funds - Audit Corrective Action Plan

Described below is the corrective action plan in response to the Rush-Henrietta Central School District's "Extraclassroom Activity Funds; Financial Report For Year Ended June 30, 2021."

After this report is accepted by the Board of Education at the January 25, 2022 board meeting a copy of the resolution of acceptance will be forwarded to the State Education Department. A copy of the report will be forwarded directly to the State by the auditors, Mengel Metzger Barr & Co. LLP.

Financial oversight of Extraclassroom Activity Funds continues to be a challenge because of the continual turnover of student treasurers and faculty advisors. Issues typically arise because the students and advisors tend to be financial novices whose interest is in the club activity rather than the finances. This, combined with a high turnover rate, results in people without a high level of financial expertise overseeing the clubs. Items noted in the 2020-21 management letter and the associated corrective actions are as follows:

High School

1. Yearbook Club had one instance of gift cards being purchased without the minutes showing approval by the majority of the club members.

The faculty advisor said verbal approval had been given but in the future, a written request from the Year Book Advisor and Student Treasurer will be attached to the payment voucher along with the signatures of students receiving the gift cards.

2. National Honor Society had one instance where they held a sale but no sales tax was remitted on the gross receipts of the sale.

Going forward, sales tax on the cards sold as part of the NHS fundraiser will be included in their reporting and remitted in the quarterly sales tax report.

3. Students remit cash to Advisors through Venmo and then the Advisor writes a check to the club.

Club Advisors desiring to use Venmo for their fundraisers are informed by the Central Treasurer of the proper way of collecting money through Venmo and will give the exact amount of cash to the Central Treasurer with appropriate backup to support purchases at the conclusion of the fundraiser.

Roth Junior High School

1. There was no student involvement in the financial transactions of the PBIS Club.

Roth typically does not consider their PBIS activities a Student State club but since the funds from school pictures are used for PBIS activities, they will run the funds through the Student Council to ensure proper oversight.

Fyle Elementary School

1. There is no Student Treasurer involvement in the financial transactions of the Student Council.

Students at this grade level do not have the ability to understand financial transactions and how to record them so the funds have been turned over to the Fyle PTO for their oversight and use in student activities.

I am pleased there were no endemic control issues noted during the audit. Because of the pandemic restrictions, most student clubs were less active for the 2020-21 school year resulting in fewer findings than normal. In addition, many clubs were not formed or did not fund raise because of the pandemic thus making them inactive – these clubs will be reactivated when it is safe to do so. Please let me know if you have any questions or comments regarding the Corrective Action Plan.

c. Lawrence Bo Wright, Superintendent