



Rush-Henrietta Central School District

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December 21, 2023

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, 2023."

After this report is accepted by the Board of Education at the January 23, 2024 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.

Although financial oversight of Extraclassroom Activity Funds is always challenging because of the continual turnover of student treasurers and faculty advisors we are pleased that this year only saw one minor issue. The issue noted in the 2022-23 management letter and the associated corrective action are as follows:

Burger Junior High School

1. Profit and Loss statements were prepared for most fundraising activities but there was one instance where the Student Council statements were not signed by students.

This was an oversight. All profit and loss statements will be double-checked by the Central Treasurer to ensure they have student and advisor signatures. This process was implemented as of November 28, 2023.

Many of the financially inactive clubs had student activities, just no financial activity. A few clubs are inactive so by May 1, 2024 their funds will be moved to the Student Council. These are the Octoberschulfest Club, Vermont Club and Yearbook at Roth Junior High School and the NYC Spanish club at Burger Junior High School. The others will be kept active. Please let me know if you have any questions or comments regarding the Corrective Action Plan.

c. Dr. Barbara Mullen, Superintendent