



FULTON CITY SCHOOL DISTRICT

Superintendent's Office

129 Curtis Street, Fulton, NY 13069

Phone 315•593•5511 Fax 315•598•6351

Brian T. Pulvino

Superintendent of Schools

Corrective Action Plan for the Extraclassroom Activity Funds Financial Report as of June 30, 2019

The Fulton City School District has reviewed the report provided by Raymond F. Wager, CPA, P.C., Division of Mengel Metzger Barr & Co. LLP. To remedy issues noted in the 2018-19 report and to help prevent future findings, two trainings have been held for the club advisors and student officers, one in the fall of 2019 and the second one mid-winter. The District's internal audit firm, Dermody Burke & Brown CPA, LLC and the District's Claim Auditor have each done one of the trainings this year and are available as a resource. The two Central Treasurers (one for the Junior High and one for the High School) are experienced and capable.

Below is a recap of findings. These items and others are covered in training.

Cash Receipts

There were five instances discovered during testing of receipts being deposited several days after the cash had been received.

Student Treasurer Set of Accounting Records

One club did not have the students maintaining their own books.

Donations and Club Minutes

There were two instances in the same club where the minutes did not show approval of a donation by a majority of members.

Sales Tax (Prior Year Item)

In the prior year, three instances were noted where a club did not pay sales tax. No instances of this were found in the 2018-19 audit.

The report did note improvements in the preparation of Profit and Loss Statements. Also noted was the fact that gift cards were not purchased.