

To: Audit Committee
Date: January 23, 2017
Re: Wheatland-Chili Central School District
Extraclassroom Corrective action plan 262001

District Response to External Auditors' Internal Control Related Matters issued by Raymond F. Wager, CPA, P.C.:

Prior Year Deficiencies Pending Corrective Action:

Profit and Loss Statements

1. Audit Recommendation:

The Bookstore-Middle School did not prepare a profit and loss statement for Bookstore sales during the 2015-16 fiscal year. In addition, the Yearbook-Elementary did not prepare a profit and loss statement for yearbook sales.

We recommend the Student Treasurer, together with the Faculty Advisor, prepare a profit and loss statement for Bookstore sales and Yearbook sales.

2. Implementation Plan of Action(s):

The new advisor was notified of the profit and loss requirements. The 2014-15 Bookstore advisor resigned towards the end of the school year and a new advisor was not appointed until the next school year.

Procedural documentation was developed and a mandatory meeting to review the procedures occurred at the beginning of the school year.

3. Implementation Date:

This was completed.

4. Person Responsible for Implementation:

The Extraclass advisor with the Central Treasurer, under direction of the Business Office, will be responsible for this action plan.

Current Year Deficiencies in Internal Control:

Gift Card

1. Audit Recommendation:

During the course of our examination, we noted one instance in the Drama Club-Senior High where a gift card was provided to an individual with no indication or acknowledgment by the individual receiving the gift card.

We recommend all gift cards be supported by a signed acknowledgement from the recipient verifying that he or she received the gift card.

2. Implementation Plan of Action(s):

The advisor was notified of the documentation requirement.

3. Implementation Date:

The implementation is complete.

4. Person Responsible for Implementation:

The Extraclass advisor with the Central Treasurer, under direction of the Business Manager, will be responsible for this action plan.

Other Item:

The following item is not considered to be a deficiency in internal control; however, we consider it another item which we would like to communicate to you as follows:

Inactive Club-

1. Audit Recommendation:

As indicated on the statement of cash receipts and disbursements, the Environmental Club Elementary was financially inactive during the 2015-16 fiscal year.

We recommend the status of this club be reviewed. If future financial transactions are not anticipated, they should be closed in accordance with Board policy.

2. Implementation Plan of Action(s):

The Finance Office, Central Treasurer, Principal and Superintendent will continue to review the status of the Environmental Club during this school year.

3. Implementation Date:

The implementation is ongoing.

4. Person Responsible for Implementation:

The Extraclass advisor with the Central Treasurer, under direction of the Business Office, will be responsible for this action plan.