

CHATHAM CSD CORRECTIVE ACTION PLAN 2016-17 AUDIT

Prior-Year Conditions

1. Old Outstanding Checks

Prior Condition: Through review of bank reconciliations we noted that there were several checks older than one year.

Status: This condition has been corrected for the year ended June 30, 2017.

2. Extraclassroom Activity Funds

Prior Condition: Through testing of the Extraclassroom Activity Funds in the prior year, we noted the following:

- 1) Instances where sales tax was not charged or paid.
- 2) Instances where profit & loss statements were not completed.
- 3) Instances of fiscally inactive clubs.

Status: This condition remains unchanged as of June 30, 2017.

Recommendation: We recommend that the District review its procedures to ensure that all clubs are following proper requirements outlined in the NYS Pamphlet #2. Additionally, the board and management should review these clubs and determine if they should remain or be closed as per board policy.

Response: The business office will review the inactive club and if the club is not active this year will eliminate. The business office will review the sales tax paid and make sure the club pays the tax this year. The central treasurer will collect the profit and loss statements and maintain a copy to ensure that every club completes these forms. The treasurer and business official will periodically review these statements.

3. Payroll

Prior Condition: Through our testing of payroll as of June 30, 2016, we noted 2 instances where employees did not have their I-9 forms completed accurately.

Status: For June 30, 2017, we noted no instances of inaccurate I-9 forms. During our testing of payroll, we did note one instance where an employee's salary was recorded to the incorrect account. This was corrected subsequent to fieldwork.

Recommendation: We recommend that management review coding of salaries to ensure all are in the proper account code.

Response - The business office will review the coding of salaries to ensure all are in the proper account code.