

**LYNDONVILLE CENTRAL SCHOOL DISTRICT  
EXTRA CLASSROOM ACTIVITY FUNDS  
CORRECTIVE ACTION PLAN  
Year Ended June 30, 2019**

**PRIOR YEAR (2017-18) DEFICIENCIES PENDING CORRECTIVE ACTION:**

**Reconciliation of Sales:**

Finding: Examination revealed one instance in the Yearbook Club where a reconciliation of items sold to total cash collected was not prepared.

Recommend a reconciliation of items sold to total cash collected to be prepared for all receipts submitted to the Central Treasurer for deposit.

Person Responsible for Corrective Action: Central Treasurer / Club Advisors

Corrective Action: Attach the bill showing number of yearbooks sold to the item sold sheet. Go back to listing the number of yearbooks sold when submitting money deposited.

Anticipated Completion Date: 06/30/2020

**CURRENT YEAR (2018-19) DEFICIENCIES IN INTERNAL CONTROL:**

**Sales Tax:**

Finding:

- 1) One instance in the Spanish/Diversity Club in which sales tax was paid on the purchase of items intended for resale.
  
- 2) One instance in the Class of 2020 where sales tax was not paid on a taxable item.

Recommend every effort continue to be made to issue resale certificates (Form ST-120) to vendors when making purchases of merchandise intended for resale.

In addition, every effort should continue to be made to comply with NYS Sales Tax Law regarding the payment of sales tax on those purchases which are not intended for resale.

Person Responsible for Corrective Action: Central Treasurer / Club Advisors

Corrective Action:

Additional training with our staff to ensure that:

- 1) Items for resale do not require sales tax paid to the vendor; do require a form ST-120 to be submitted to the vendor.
- 2) Sales tax needs to be paid to the vendor when items are sold (not for resale) such as clothing.

Anticipated Completion Date: 01/31/2019

The following item is not considered to be a deficiency in internal control, however considered an item which would like to communicate:

**Inactive Clubs:**

Finding: As indicated on the statement of cash receipts and disbursements, the Academic Decathlon Club was financially inactive for two years.

Recommend the status of this club be reviewed. If no future financial transactions are anticipated, it should be closed in accordance with the Board of Education policy.

Person Responsible for Corrective Action: Central Treasurer / Club Advisor / Dr. Slack

Corrective Action: Looking to re-establish or close this club listing.

Anticipated Completion Date: 06/30/2020