

ANDOVER CENTRAL

31-35 ELM ST., P.O. BOX G, ANDOVER, NY 14806



SCHOOL DISTRICT

PHONE: 607-478-8491 • FAX: 607-478-8833

December 16, 2019

New York State Education Department
Office of Audit Services
89 Washington Avenue, 524 EB
Albany, New York 12234

To whom it may concern;

This is the response to the management letter of the audit for the fiscal year ended June 30, 2019 for the Andover Central School District Extra Curricular Fund. Please call me with any questions or concerns.

Extra-classroom Activity Funds:

Prior Year Deficiencies and Corrective Action

1. **Deposits:** Deposits were not made in a timely manner. Advisors and extra-curricular treasurers have been told to make deposit slips within one week of receipt of cash from events. All advisors will be reminded and called down to the central treasurer's office to make sure this is done.

Current Year Recommendation:

1. **Inactive Clubs:** Personal meetings will be held with Cleerleading and Color Guard club advisors to determine the activity and continuation.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon E. Morris".

Jon E. Morris, Principal