

CHARLOTTE VALLEY CENTRAL SCHOOL

June 30, 2021

**Management Letter Response and Corrective Action Plan
Extraclassroom Activity Fund-Cash Basis**

The following is management's response and corrective action plan to the recommendations noted in the June 30, 2021 Audited Financial Statements and Supplementary Information prepared by Raymond G. Preusser CPA, P.C.

Cash Receipts

The Audit noted that "five instances where the Central Treasurer held funds longer than the recommended 72 hour period."

The Business Office has and will continue to reinforce the importance of turning in funds within a timely fashion with the advisors of Extraclassroom Activity Accounts. This will be done by June 30, 2022.

Inactive Clubs:

The audit noted "six clubs were financially inactive during the 2020-2021 school year due to the COVID-19 pandemic."

The Business Office will review the list of clubs on an annual basis when we present the Extraclassroom Activity Groups to the Board of Education. If there are clubs deemed to be inactive and no longer in existence, the Business Office will make the recommendation to the Board of Education to dissolve the club. This will be done by June 30, 2022.

Reviewed and approved by the Charlotte Valley Central School Board of Education at the meeting held November 04, 2021.

District Clerk