




Horseheads Central School District

Encl. #11.08
November 29, 2012

Business Office
One Raider Lane • Horseheads, NY 14845
(607) 739-5601, x4260 • Fax (607) 795-2415

TO: Board of Education

FROM: Jane Bradley, School Business Executive 

DATE: October 10, 2012

RE: Corrective Action Plan – Extraclassroom Activity Funds

Below is the Corrective Action Plan (CAP) for the Extraclassroom Activity Funds for the year ending June 30, 2012.

Page 2 B.1: Training for the three new Central Treasurer's and Administrators has been scheduled for November 2012. The importance of proper documentation for cash receipts will be reviewed as well as the procedures for depositing funds in a timely manner.

Page 2 B.2: Training for the three new Central Treasurer's and Administrators has been scheduled for November 2012. The importance of proper documentation for all cash disbursements will be reviewed.

Thank you.

C: Ralph Marino, Jr. Ed. D., Superintendent
Karl Hagen, External Auditor
Linda Klievoneit, District Treasurer
Karen Donahue, High School Principal
Ron Holloway, Middle School Principal
Tom Morrell, Director of Athletics
Jessica Hill, Internal Auditor
Gene Cvik, CBO Controller
Bernadette Sramek, CBO Accounting Manager

Quality Education for All

The Mission of the Horseheads Central School Community is to provide a quality education for all within a nurturing environment which promotes excellence, growth, and a sense of civic responsibility.