




Encl. #11.12
November 20, 2014

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TO: Board of Education

FROM: Katy Buzzetti, School Business Administrator 

DATE: November 20, 2014

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, 2014.

1. Receipts Procedures and Documentation: On October 7, 2014, a training session with the External Auditor was held to review the importance of proper documentation for cash receipts. Examples of acceptable documentation were discussed. All Central Treasurers attended this training, including many club advisors, coaches, and student treasurers.
2. Disbursement Procedures and Documentation: On October 7, 2014, a training session with the External Auditor was held to review the importance of proper documentation for cash disbursements. All Central Treasurers attended this training, including many club advisors, coaches, and student treasurers.

Thank you.

C: Ralph Marino, Jr. Ed. D., Superintendent
Randall Shepard, External Auditor
Linda Klievoneit, District Treasurer
Karen Donahue, High School Principal
Ron Holloway, Middle School Principal
Tom Morrell, Director of Athletics
Julie Kephart, Internal Auditor
Scott Arnold, CBO Controller
Ann Pirozzolo, 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.