

CLINTON CENTRAL SCHOOL DISTRICT

75 Chenango Avenue
Clinton, New York 13323-1395
(315) 557-2253
Fax (315) 853-8727
Website: www.ccs.edu

October 22, 2020

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

Office of the State Comptroller
Division of Local Government Services and Economic Development
Data Management Unit, 12th Floor
110 State Street
Albany, New York 12236

Re: Corrective Action Plan for June 30, 2020 Extra Classroom Activity Funds

Please consider this as Clinton Central School District's response to the findings cited in our June 30, 2020 Extra Classroom Activity Funds.

1. **Finding:** Several clubs had no financial activity throughout the 2019 – 2020 school year.

Response: The District will review the financial activity of these clubs. In accordance with policy #5252, if a club is financially inactive for a year the balance will be transferred to student council.

2. **Finding:** Insufficient accounting controls exist over cash collections.

Response: The District will review internal accounting controls and determine if a software program could assist in the cash collection process.

3. **Finding:** In order to help monitor the plans and operations of the various activities, activity officers should prepare a program outline indicating the various events to be held. As each event is complete, the program outline should be compared to the actual results and a report filed with the activity records for future reference.

Response: The District will review this recommendation with the faculty advisors.

If you require any additional information, please feel free to contact me at (315) 557-2286 or jbarretta@ccs.edu.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Barretta", with a long horizontal flourish extending to the right.

Joseph Barretta
Assistant Superintendent for Business
Clinton Central School District