

**EXTRACLASSROOM ACTIVITY FUNDS**  
**MANAGEMENT COMMENT LETTER**

Board of Education  
West Genesee Central School District  
Camillus, New York

In planning and performing our audit of the financial statements of the Extraclassroom Activity Funds of West Genesee Central School District (the School District) as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the School District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our current year audit, we became aware of other matters with respect to internal control. This letter summarizes these comments and recommendations regarding these matters. This letter does not affect our report dated October 5, 2016 on the financial statements of the Extraclassroom Activity Funds of West Genesee Central School District.

## **OTHER MATTERS**

### **Current Year Finding**

#### Cash Receipts - Authorized Signatures

Finding:

During our current year audit, 4 of 30 receipts examined were not signed by authorized individuals.

Recommendation:

We recommend advisors and the Central Treasurer be vigilant in making sure all documentation is signed by proper individuals, including the Central Treasurer. All clubs should submit a signature sheet detailing who is authorized to approve documents on behalf of the club.

### **Current and Prior Year Findings**

#### Cash Receipts - Supporting Documentation

Finding:

During our current year audit, 2 of 30 receipts tested lacked sufficient supporting documentation. During our prior year audit, 3 of 20 receipts tested lacked sufficient supporting documentation.

Recommendation:

We continue to recommend all receipts be fully completed and submitted to the Central Treasurer in a timely manner with adequate documentation. Adequate documentation should include source of funds, total amount, date received, number of items sold, price per item, and if applicable, number of goods remaining.

#### Cash Receipts - Untimely Deposits

Finding:

During our current year audit, 1 of 30 receipts tested was not submitted to the Central Treasurer in a timely manner. During our prior year audit, 3 of 20 receipts tested were not submitted timely to the Central Treasurer from the student treasurers.

Recommendation:

We recommend all funds be submitted to the Central Treasurer on receipt.

## **PRIOR YEAR FINDINGS RESOLVED**

#### Cash Disbursements

Finding:

During our prior year audit, 1 of 20 disbursements examined lacked adequate supporting documentation.

Resolution:

During our current year audit, all disbursements examined had proper supporting documentation.

#### Raffles

Finding:

During our prior year audit, 2 of 20 receipts and 1 of 20 disbursements examined involved the sale of raffle tickets.

Resolution:

During our current year audit, no disbursements or receipts examined involved sale of raffle tickets.

Sales Tax

Findings:

During our prior year audit, we noted sales tax appears to be paid on purchases of items for resale, rather than on gross sales of taxable goods. Additionally, we were unable to determine if and when sales tax was paid on 1 of 20 transactions examined.

Resolution:

In the current year, sales tax appears to have been paid, collected and remitted as prescribed under New York State law.

Student Ledgers

Findings:

During our prior year audit, 1 of 23 Student Activity Ledgers examined did not agree to the Central Treasurer's records.

Resolution:

During our current year audit, all student activity ledgers examined agreed to the Central Treasurer's records.

Inactive Clubs

Finding:

During our prior year audit, two clubs were financially inactive.

Resolution:

No clubs were financially inactive during the current fiscal year.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various school district personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management, the Audit Committee, Board of Education, and the New York State Department of Education and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully Submitted,



Insero & Co. CPAs, LLP  
Certified Public Accountants

Ithaca, New York  
October 5, 2016