

# *Hoosic Valley Central School District*

CENTRAL OFFICES  
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Business Administrator

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October 2, 2017

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

Please note the Hoosic Valley CSD's response to the Management Letter on page 53 of the audit report dated June 30, 2017.

Extra-Classroom:


**Findings:** Our test disclosed instances in which a payment was made without an indication that goods had been received, Invoices should have the necessary paperwork filed with them before they are paid. Invoices should have the remittance voucher attached, be signed received by the club advisor and authorized by the club advisor and student treasurer. The invoice should be marked paid in order to avoid duplicate payments.

**Response/ Corrective Action:** The appointed Extra Classroom Activity Treasurer and Extra Classroom Activity Comptroller will attend an instructional course in October of 2017 on the fundamentals of the Extra Classroom Activity Fund. The session will be hosted by the New York State Association for Women in Administration and held at Capital Region BOCES. In addition the Business Administrator, District Treasurer, and Extra Classroom Treasurer will be holding an information meeting with the Extra Classroom Activity groups to explain to the faculty advisors, student treasurers, and officers the appropriate procedures that must be followed to safeguard the financial assets of the student groups. The Extra Classroom Treasurer will then implement the appropriate controls necessary to safeguard the financial assets of the many groups represented in these funds. This is an ongoing goal of the district to improve the procedures within this area not only as a learning tool for the students but to ensure the safety of the funds for future students.

Please feel free to contact the Business Office if you require any further information or have questions, Thank you,

Anthony Cammarata, Business Administrator  
Hoosic Valley Central School District

  
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Anthony Cammarata, Business Administrator

  
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Gabrielle Pruso, District Treasurer