



# BAINBRIDGE-GUILFORD CENTRAL SCHOOL DISTRICT

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## CORRECTIVE ACTION PLAN

### 2023 Safeguard of Extraclassroom Activity Funds Assets

October 30, 2023

#### Conditions Cited:

##### **Cash Receipts**

The audit of 2022-2023 year found that 4 of 10 receipts examined were not submitted timely to the Central Treasurer. During the prior year audit, 4 of 10 did not provide enough documentation to determine if they were submitted timely to the Central Treasurer.

##### **Profit and Loss Statements**

The audit of 2022-2023 year found that 2 of 6 applicable fundraiser receipts examined were lacking profit and loss statements. During the prior year audit, 2 of 8 receipts examined were lacking profit and loss statements.

#### Corrective Action Plan (Cash Receipts and Profit Loss Statements):

1. The Sr. High Student Council Secretary will submit the established Fundraising Calendar for the next school year to the Chief Faculty Counselor and Central Treasurer. This will also be published in the District Calendar that is distributed to the public.
2. A meeting by the Chief Faculty Counselor and the Central Treasurer will be held with Extraclassroom Activity Advisors and their club Treasurer's to review the aforementioned **Conditions** also Student Organizations BOE Policy, Extraclassroom Activity BOE Procedures, and the Guidelines for Student Treasurers & Advisors. Subsequent yearly meetings will be held at the beginning of each school year to review these same items.
3. The submission of money collected from a fundraising event is expected to be turned into the Central Treasurer within 3 business days of receipt of that money regardless of when the fundraiser ends. Extraclassroom Activity Advisors will monitor the collection and submission of funds to ensure money is given to the Central Treasurer within the 3-day timeframe.
4. Faculty Advisors are expected to monitor fundraisers to ensure Profit & Loss Reports are completed by the club Treasurer. A checklist will be created by the Central Treasurer to ensure that Profit & Loss Reports are received at the conclusion of each fundraiser. Year-long fundraisers will have Profit & Loss reports completed prior to supplies being replenished and a final Profit & Loss completed for the year.

#### **Anticipated Completion Date:**

Prior to the end of fiscal year 2023-2024.