

## **MILFORD CENTRAL SCHOOL**

**JUNE 30, 2020**

### **MANAGEMENT LETTER RESPONSE AND CORRECTIVE ACTION PLAN**

The following is management's response and corrective action plan to the recommendations related to Extra-classroom activities noted in the Management Letter and Financial Statements for the year ended June 30, 2020.

#### **Extra-classroom Cash Receipts and Disbursements:**

During our testing of extra-classroom cash receipts and disbursements we noted that there is adequate documentation of the content of the deposits and supporting invoices for vendors paid. However, we continue to recommend that the advisors and treasurers prepare sales reports to match up to amounts received and deposited and continue to retain all receipts or invoices and attach the payment order.

Status: We continue to recommend that extra-classroom activity treasurers and advisors ensure that all cash receipt and disbursement are adequately supported and documented.

#### **Management Response:**

The district will make available the manual prepared by NYSED regarding the extra-classroom activity funds to student treasurers and their faculty advisors as a reminder as to the proper procedures that should be followed. The District will provide training to students and advisors to improve the current practices and ensure controls are in place. The central treasurer will continue to monitor activity and suggest improvements to the students and their advisors.