

**Hancock Central School District External Audit
Management Letter Corrective Action Plan*
2020-2021 Audit Year
October 25, 2021**

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Risk Area	Deficiency	Corrective Action	Responsibility	Status
Deficiencies Reported				
Extra-Curricular Clubs	<ul style="list-style-type: none"> Instances of clubs holding funds longer than the required 3 days were identified. 	<ul style="list-style-type: none"> Procedures have been developed to ensure all cash receipts are properly completed and funds forwarded to the Central Treasurer within 3 days of deposit. 	<ul style="list-style-type: none"> Terry/Julie Berman/Central treasurer 	Implemented.
	<ul style="list-style-type: none"> Two instances of cash receipts having no supporting documentation. 	<ul style="list-style-type: none"> Updating procedures to include receipt process for cash received. 	<ul style="list-style-type: none"> Julie Bergman/Central Treasurer 	In progress; to be implemented by 06/30/2022
	<ul style="list-style-type: none"> Carryover funds from the Class of 2021 were identified. 	<ul style="list-style-type: none"> Remaining carryover funds from the Class of 2021 will reviewed and disposed of as prescribed by the board of education. 	<ul style="list-style-type: none"> Terry/BOE 	Implemented.

*Commissioner's Regulation Section 170.12(e)(4) requires that the District prepare a Board approved corrective action plan (CAP) within 90 days of receipt of receiving a management letter that addresses any improvement opportunities or issues raised in the management letter that details any steps taken or will be taken to address those issues and the expected dates of implementation, where appropriate. The CAP must be filed with NYSED and the NYS Comptroller's Office.