Hancock Central School District External Audit
Management Letter Corrective Action Plan
2016-2017 Audit Year
October 24, 2017

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Risk Area	Deficiency	Corrective Action	Responsibility	Status
Deficiencies Reported				
Extra-Classroom Activity Fund	▪ Three instances of clubs holding funds longer than the required three days. ▪ One instance of a receipt lacking supporting documentation (no tally sheets, copies of checks, or numbered ticket sales). ▪ Funds remained for the classes of 2015, 2016, and 2017.	▪ All cash receipts will be properly completed and funds forwarded to the Central Treasurer within three days for Deposit. ▪ Funds remaining from the Classes of 2015, 2016, and 2017 be reviewed and if the club is no longer in existence then funds will be disposed of as prescribed by the BOE.	▪ Tammi W., Lori Asquith	**Implemented**