Finding 1: Recommend that charters or objectives for all clubs be written up with yearly plans to meet goals.

District Response: Advise all clubs of this requirement and request that this write up is turned into the Chief Faculty Counselor. Also let them know that this will be required on an annual basis and should be turned in by October of every year.

Responsible: Scott Carroll, Chief Faculty Counselor; Stephanie Coddington, Central Treasurer; Patti Clancy, Deputy Central Treasurer

Implementation Date: Spring 2019

Finding 2: Recommend that all clubs turn into the Central Treasurer the point of sale documentation. This should include who, quantity, amount, date, etc. for when items have been sold.

District Response: The District policy that governs Extra Class, “The Safeguarding, Accounting, and Auditing Extraclassroom Activity Funds, 2015” has different forms that can be utilized. There is a form entitled “Inventory Control” (form 8) that the clubs can start using immediate for tracking sales.

Responsible: Scott Carroll, Chief Faculty Counselor; Stephanie Coddington, Central Treasurer; Patti Clancy, Deputy Central Treasurer

Implementation Date: Spring 2019
Finding 3: The student store should have a perpetual inventory taken and compared to the physical inventory. This would include a periodic perpetual inventory including Beginning inventory + purchases – sales = ending inventory. Then a physical count should take place and compared to the perpetual inventory with any differences investigated.

District Response: District is in agreement with this finding and will work with the Advisor(s) on getting this implemented. The form located within the policy entitled “Inventory Control (form 8) could be used to help in the tracking of items sold.

Responsible: Scott Carroll, Chief Faculty Counselor; Stephanie Coddington, Central Treasurer; Patti Clancy, Deputy Central Treasurer

Implementation Date: Spring 2019

Finding 4: Recommend a forecasted profit and loss statement to be done prior to the decision of the fund raiser to estimate how much money will be raised and how it will be raised. This should be used as a basis for the approval of the fund raiser and compared to the actual results of the fund raiser.

District Response: District is in agreement with this finding. The form located within the policy entitled “Statement of Profit and Loss (form 5) should be used by all clubs.

Responsible: Scott Carroll, Chief Faculty Counselor; Stephanie Coddington, Central Treasurer; Patti Clancy, Deputy Central Treasurer

Implementation Date: Spring 2019

Starting with the 2019-20 school year, the District is looking to implement some trainings/meetings for Advisors and Class officers to attend. One at the beginning of the year (Sept/Oct) to go over policy and expectations and another one mid-year as a following up to address any ongoing issues and review policy.

**BOE approved 04/03/19**