



Mrs. Maureen Phippen Ladd
School Business Manager

December 3, 2021

To Whom It May Concern:

I would like to offer the following information and actions taken in response to the matters addressed in the Extraclassroom Activity Funds Financial Report, dated June 30, 2021, from the school district's auditor, Mengel, Metzger, Barr & Co., LLP.

Untimely Deposits

The Central Treasurer and Faculty Auditor will review the receipt process and procedure with club advisors and the student treasurers. The district's secondary students were virtual for the majority of the 2020-21 school year. This caused some delays in the receipt process that were one-time instances. Training of advisors and student treasurer's is given annually.

Receipts

The District agrees with this communication. The Central Treasurer and Faculty Auditor have established processes and procedures to ensure that receipts have proper documentation. The two instances are corrected. Training of advisors and student treasures is given annually.

High School Student Council

The Central Treasurer and Faculty Auditor continue to work with the club advisor and student treasurer to reduce the club's balance. We appreciate the acknowledgement of the progress so far.

Inactive Clubs

The High School Change Club, Science Club, Ski Club and Robotics Club are all active in the current 2021-22 school year. The 2020-21 school year was virtual for most secondary students until March 2021, which caused inactivity in some clubs. These clubs have become active again this fall.

The Central treasurer and Faculty Auditor continually train advisors and student treasurers on the processes and procedures. We appreciate the acknowledgement of satisfactory implementation of prior year recommendations.

Please feel free to contact me if you have any further questions.

Sincerely,

Maureen Phippen Ladd
School Business Manager