

December 10, 2024

New York State Education Department
Office of Audit Services
89 Washington Avenue
Room 524EB

**RE: ANNUAL AUDIT and CORRECTIVE ACTION PLAN FOR THE
EXTRACLASSROOM ACTIVITY FUNDS FINANCIAL REPORT For Year Ended June
30, 2024**

Dear Sirs:

This corrective action plan has been written to address the audit findings in the auditor's management letter for the year ending June 30, 2024, as required.

Prior Year Deficiencies Pending Corrective Action:

Profit and Loss Statements:

A profit and loss statement was not prepared for the Wheeler Drama Club production.

- Responsible person(s): Central treasurer, Wheeler Principal
- Plan: The Wheeler student treasurer, along with the class/club faculty advisor will receive training in preparing profit and loss statements from the high school extra class advisor to be more consistent with completing P & L statements which will then be submitted to the Central Treasurer.
- Completion Date: 7/1/2025
- Oversight: Central Treasurer, Wheeler Principal

Reconciliation of Receipts –

Wheeler Student Council did not prepare reconciliation for the deposit of fund from the glow stick party

- Responsible person(s): Club advisor, central treasurer
- Plan: Reconciliation will be prepared for each fund-raising event. The high school advisor will provide exemplars for the elementary club advisor
- Completion Date: 7/1/2025
- Oversight: Every class/club advisor, central treasurer, Wheeler Principal



Onondaga
Central Schools

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Sincerely,

Joseph Sterbank

Business Administrator

WE GET YOU READY FOR LIFE!