

Onondaga Central School District

Rob Price

Superintendent
4466 S. Onondaga Road
Nedrow, NY 13120
Tel: (315) 552-5000
Fax: (315) 552-5005
rprice@onondagacsd.org

December 13, 2023

Joseph Sterbank

School Business Administrator
4466 S. Onondaga Road
Nedrow, NY 13120
Tel: (315) 552-5001
Fax: (315) 552-5005
jsterbank@onondagacsd.org

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

Timothy Mumford

Principal, Jr./Sr. High School
4479 S. Onondaga Road
Nedrow, NY 13120
Tel: (315) 552-5020
Fax: (315) 552-5027
tmumford@onondagacsd.org

**RE: ANNUAL AUDIT and CORRECTIVE ACTION PLAN FOR THE
EXTRACLASSROOM ACTIVITY FUNDS INDEPENDENT AUDIT ENDING
JUNE 30, 2023**

Erik Swanson

Vice Principal, Jr./Sr. High School
4479 S. Onondaga Road
Nedrow, NY 13120
Tel: (315) 552-5020
Fax: (315) 552-5027
eswanson@onondagacsd.org

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, 2023, as required.

Warren Smith

Principal, Wheeler School
4543 S. Onondaga Road
Nedrow, NY 13120
Tel: (315) 552-5050
Fax: (315) 552-5054
wsmith@onondagacsd.org

Prior Year Deficiencies Pending Corrective Action:

Profit and Loss Statements-

It does not appear that profit and loss statements are being prepared for Wheeler Drama Club productions.

Katelynn Killmore

Principal, Rockwell School
208 Rockwell Road
Nedrow, NY 13120
Tel: (315) 552-5070
Fax: (315) 552-5076
kkillmore@onondagacsd.org

- Responsible person(s): Central treasurer, Wheeler Principal
- Plan: The student treasurer, along with the class/club faculty advisor will be more consistent with completing P&L statements which will then be submitted to the Central treasurer.
- Completion Date: 7/1/2024
- Oversight: Central treasurer, Wheeler Principal

Ginger Holleran

CSE/CPSE Chairperson
208 Rockwell Road
Nedrow, NY 13120
Tel: (315) 552-5075
Fax: (315) 552-5080
gholleran@onondagacsd.org

Current Year Deficiencies Pending Corrective Action:

Jason Czarny

Athletic Director
4479 S. Onondaga Road
Nedrow, NY 13120
Tel: (315) 552-5022
Fax: (315) 552-5027
jczarny@onondagacsd.org

Electronic Payments-

The Class of 2024 received electronic payments for the hanging basket gift certificate sales.

Transportation/Maintenance
4457 S. Onondaga Road
Nedrow, NY 13120
Tel: (315) 552-5090
Fax: (315) 552-5092

- Responsible person(s): Club advisor, central treasurer

The Onondaga Central School Community Challenges individual maximum potential, prides itself on Success and prepares contributing Citizens for life.

onondagacsd.org

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- Plan: Beginning with the 23-24 school year electronic payments will no longer be accepted for any fund-raising activities.
- Completion Date: 7/1/2024
- Oversight: Every class/club advisor, central treasurer, HS Principal

Ticket Reconciliation-

The Wheeler Student Council did not prepare a reconciliation for the deposit of funds from the glow stick party.

- Responsible person(s): Club advisor, central treasurer
- Plan: Reconciliations will be prepared for each fund-raising event
- Completion Date: 7/1/2024
- Oversight: Every class/club advisor, central treasurer, Wheeler Principal

Sincerely,



Joseph Sterbank
Business Administrator