
John H. Dietershagen, C.P.A.
Jerry E. Mickelson, C.P.A.
Thomas K. Van Derzee, C.P.A.
Debbie Conley Jordan, C.P.A.
Patrick S. Jordan, C.P.A.
Duane R. Shoen, C.P.A.
Lesley L. Horner, C.P.A.
D. Leslie Spurgin, C.P.A.



Ciaschi • Dietershagen • Little • Mickelson & Company, LLP

Certified Public Accountants and Consultants

Frederick J. Ciaschi, C.P.A.

EXTRACLASROOM MANAGEMENT COMMENT LETTER

Board of Education
Chenango Valley
Central School District
Binghamton, New York

In planning and performing our audit of the financial statements of the Extraclassroom Activity Funds (the Funds) of the Chenango Valley Central School District (the School District) for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the Funds' internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Funds' internal control. Accordingly, we do not express an opinion on the effectiveness of the Funds' internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

However, as discussed below, we identified certain other control deficiencies that provide opportunities for strengthening policies, procedures, and operating efficiency. The following comments and suggestions do not affect our report dated October 3, 2013 on the financial statements of the Extraclassroom Activity Funds of the Chenango Valley Central School District.

OTHER MATTERS

Current and Prior Year Findings

Clubs With No Financial Activity

Finding:

During our current year audit, we noted the Varsity Cheerleaders had no financial activity during the year. During our prior year audit, we noted the following had no financial activity: Golf Club, Literary Club, Tech Club, and Varsity Cheerleaders.

CORTLAND

39 Church Street
Cortland, New York 13045
607-753-7439
fax 607-753-7874

ITHACA

401 East State Street ~ Suite 500
Ithaca, New York 14850
607-272-4444
fax 607-273-8372
www.cdIm.com

WATKINS GLEN

108 West Fourth Street
Watkins Glen, New York 14891
607-535-4443
fax 607-535-6220

Recommendation:

We recommend clubs be reviewed annually to determine if they are active. Inactive clubs should be closed, and remaining fund balance distributed in accordance with School District policy.

Current Year Findings

Fundraising

Findings:

During our current year audit, we noted two fundraisers lacking profit and loss statements.

Recommendation:

We recommend profit and loss statements be prepared for all fundraisers.

Supporting Documentation

Finding:

During our current year audit, we noted four of 10 receipts tested lacked adequate supporting documentation. Therefore, we were unable to determine if receipts were submitted in a timely manner.

Recommendation:

We recommend all transactions be accompanied by adequate supporting documentation. Receipts should indicate the source of funds, including the number and price of items sold.

List of Club Officers

Finding:

During our current year audit, we were provided with a listing of club officers and advisors for only seventeen of 40 clubs.

Recommendation:

We recommend a complete list of club officers and advisors, with signatures, for all Extraclassroom Activities be updated at the beginning of the school year and made available to the Central Treasurer.

Prior Year Finding - Resolved

Deficit Fund Balance

Findings:

During our prior year audit, we noted the Middle School 8th Grade Trip was carrying a negative balance at year end.

Resolution:

In our current year audit, no clubs had a negative balance at year end.

This report is intended solely for the information and use of management, the Audit Committee, the Board of Education, and the New York State Department of Education and is not intended to be and should not be used by anyone other than these specified parties



October 3, 2013
Ithaca, New York