

JORDAN - ELBRIDGE CENTRAL SCHOOL DISTRICT
EXTRACLASSROOM ACTIVITY FUNDS
FINANCIAL REPORT

For Year Ended June 30, 2024



T A B L E O F C O N T E N T S

Independent Auditors' Report	1 – 2
Statement of Cash Receipts and Disbursements for year ended June 30, 2024	3
Notes to Financial Statement	4
Auditors' Findings and Evaluation	5 - 6



BUSINESS
ADVISORS
AND CPAS

INDEPENDENT AUDITORS' REPORT

To the Board of Education
Jordan-Elbridge Central School District, New York

Qualified and Unmodified Opinions

We have audited the accompanying statement of cash receipts and disbursements of the Extraclassroom Activity Funds of the Jordan-Elbridge Central School District for the year ended June 30, 2024 and the related notes to the financial statement.

Qualified Opinion

In our opinion, except for the possible effects of the matter discussed in the basis for qualified opinion paragraph, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash receipts and disbursements of the Extraclassroom Activity Funds of Jordan-Elbridge Central School District for the year ended June 30, 2024, in accordance with the cash basis of accounting as described in Note 1.

Basis for Qualified Opinion

Internal accounting controls are limited over the cash receipts from the point of collection to the time of submission to the Central Treasurer. Accordingly, it was impracticable to extend our audit of such receipts beyond the amounts recorded.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. This financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Responsibility of Management for the Statement of Cash Receipts and Disbursements

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1; and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
November 22, 2024

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT
EXTRACLASSROOM ACTIVITY FUNDS
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

For Year Ended June 30, 2024

	Cash Balance		Disburse-	Cash Balance
<u>High School:</u>	<u>July 01, 2023</u>	<u>Receipts</u>	<u>ments</u>	<u>June 30, 2024</u>
Class of 2023	\$ 4,392	\$ -	\$ 4,377	\$ 15
Class of 2024	7,219	21,979	25,916	3,282
Class of 2025	2,179	9,773	8,055	3,897
Class of 2026	673	4,219	2,386	2,506
Class of 2027	-	3,379	1,073	2,306
Art Club	495	-	150	345
Drama Club	4,013	2,875	3,058	3,830
Honor Society	103	-	-	103
JE Musical Players	19,693	16,665	17,913	18,445
Sales Tax	2,560	4,314	3,300	3,574
School Store	125	128	136	117
Ski Club	1,276	4,650	5,100	826
Student Council	3,146	463	833	2,776
Teen Library Council	1,286	-	-	1,286
Yearbook	4,831	1,598	-	6,429
Total High School	\$ 51,991	\$ 70,043	\$ 72,297	\$ 49,737
<u>Middle School:</u>				
Honor Society	\$ 431	\$ 859	\$ 890	\$ 400
Musical	9,686	5,450	3,815	11,321
Sales Tax	164	491	522	133
Student Council	4,564	10,699	9,447	5,816
Yearbook	2,571	1,913	2,018	2,466
Total Middle School	\$ 17,416	\$ 19,412	\$ 16,692	\$ 20,136
GRAND TOTAL	\$ 69,407	\$ 89,455	\$ 88,989	\$ 69,873

(See accompanying notes to financial statement)

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

NOTES TO FINANCIAL STATEMENT

June 30, 2024

(Note 1) Accounting Policy:

The transactions of the Extraclassroom Activity Funds are considered part of the reporting entity of the Jordan-Elbridge Central School District. Consequently, the cash balances are included in the financial statements of the School District as part of the Custodial Fund.

The accounts of the Extraclassroom Activity Funds of the Jordan- Elbridge Central School District are maintained on a cash basis, and the statement of cash receipts and disbursements reflects only cash received and disbursed. Therefore, receivables and payables, inventories, long-lived assets, and accrued income and expenses, which would be recognized under generally accepted accounting principles, and which may be material in amount, are not recognized in the accompanying financial statement.

(Note 2) Cash and Cash Equivalents:

Cash and cash equivalents is comprised of two checking accounts. The balance in these accounts is fully covered by FDIC Insurance.

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

AUDITORS' FINDINGS AND EVALUATION

We have examined the statement of cash receipts and disbursements of the Jordan-Elbridge Central School District's Extraclassroom Activity Funds for the year ended June 30, 2024. As part of our examination, we made a study and evaluation of the system of internal accounting control to the extent we deemed necessary to render our opinion.

There are inherent limitations in considering the potential effectiveness of any system of internal accounting control. Human errors, mistakes of judgment and misunderstanding of instructions limit the effectiveness of any control system.

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 District's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

Prior Year Deficiency Pending Corrective Action:

Profit and Loss Statements –

During the course of our examination, we noted one instance in the Middle School Musical in which a profit and loss statement was not prepared for a fund-raising event. In addition, we noted once instance of a profit and loss statement in the Middle School Yearbook in which a profit and loss statement was missing the Principal's signature and did not trace to the general ledger.

We recommend profit and loss statements be prepared by the Student Treasurer together with the Faculty Advisor at the close of each fund-raising event. In addition, these statements should be given to the Central Treasurer to be retained for our review at year end.

Current Year Deficiencies in Internal Control:

Class of 2024 –

During the course of our examination, we noted one instance in the High School Class of 2024 in which cash receipts were taken home overnight by the Faculty Advisor.

In an effort to improve accountability and control over cash receipts, we recommend all money collected from events and fund-raisers be maintained in the school safe or be properly safeguarded on school property until being remitted to the Central Treasurer for deposit.

(Current Year Deficiencies in Internal Control) (Continued)

Reconciliations –

Our examination revealed one instance in the High School Class of 2025, one instance in the High School Class of 2027, and one instance in the Middle School Honor Society in which a reconciliation of goods/items sold to cash collected was not available for our review.

We recommend the Student Treasurer, with the help of the Faculty Advisor, prepare a formal reconciliation of cash collected to items/tickets sold. In addition, this reconciliation should be turned into the Central Treasurer and be retained for our review at year end.

Club Minutes –

During the course of our examination, we noted one instance in the Middle School Honor Society where club minutes outlining student vote authorization were not available for review for a donation made to an outside organization.

We recommend all activities involving donations be voted on by student members and be documented through club minutes.

Gift Cards -

Our examination revealed one instance in the Middle School Student Council in which gift cards were purchased. We noted that there was no indication who these gift cards were given to or documentation acknowledging receipt.

We recommend the purchase of gift cards are supported with meeting minutes as well as recipient acknowledgement that they received the gift cards.

Other Item:

The following item is not considered to be a deficiency in internal control; however, we consider it an other item which we would like to communicate to you as follows:

Inactive Clubs –

As indicated on the statement of cash receipts and disbursements, the High School Honor Society and the High School Teen Library Council were financially inactive during the 2023-24 fiscal year.

We recommend the status of these clubs be reviewed. If future financial transactions are not anticipated, they should be closed in accordance with the Board of Education policy.

Prior Year Recommendations:

We are pleased to report that the following prior year recommendations have been implemented to our satisfaction:

1. Bank reconciliations were reconciled to the general ledger on a monthly basis.
2. Our testing did not identify any untimely deposits in the Middle School.

*

*

*

We wish to express our appreciation to all client personnel for the courtesies extended to us during the course of our examination.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
November 22, 2024