

**JORDAN - ELBRIDGE CENTRAL SCHOOL DISTRICT**  
**EXTRACLASSROOM ACTIVITY FUNDS**  
**FINANCIAL REPORT**

**For Year Ended June 30, 2021**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

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## **INDEPENDENT AUDITORS' REPORT**

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

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, 2021 and the related notes to the financial statement.

### ***Management's Responsibility for the Financial Statement***

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; this includes 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's Responsibility***

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statement 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, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***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.

### ***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, 2021, in accordance with the cash basis of accounting as described in Note 1.

### ***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.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
November 19, 2021

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

**For Year Ended June 30, 2021**

	<b>Cash Balance</b>		<b>Disburse-</b>	<b>Cash Balance</b>
<b><u>High School:</u></b>	<b><u>July 01, 2020</u></b>	<b><u>Receipts</u></b>	<b><u>ments</u></b>	<b><u>June 30, 2021</u></b>
Class of 2020	\$ 4,001	\$ 2,000	\$ 6,001	\$ -
Class of 2021	13,233	6,960	20,193	-
Class of 2022	2,705	5,542	7,614	633
Class of 2023	740	2,138	1,340	1,538
Class of 2024	-	1,459	416	1,043
Art Club	876	-	-	876
Drama Club	3,730	1,225	471	4,484
Honor Society	103	-	-	103
JE Musical Players	12,140	8,682	8,510	12,312
Sales Tax	2,757	645	-	3,402
Ski Club	31	-	-	31
Student Council	4,459	-	643	3,816
Teen Library Council	1,286	-	-	1,286
Yearbook	1,021	514	-	1,535
<b>Total High School</b>	<b>\$ 47,082</b>	<b>\$ 29,165</b>	<b>\$ 45,188</b>	<b>\$ 31,059</b>
<b><u>Middle School:</u></b>				
Honor Society	\$ 40	\$ -	\$ -	\$ 40
Musical	8,268	-	-	8,268
Sales Tax	1	183	-	184
Student Council	3,092	1,879	2,004	2,967
Yearbook	2,040	2,197	100	4,137
<b>Total Middle School</b>	<b>\$ 13,441</b>	<b>\$ 4,259</b>	<b>\$ 2,104</b>	<b>\$ 15,596</b>
<b>GRAND TOTAL</b>	<b>\$ 60,523</b>	<b>\$ 33,424</b>	<b>\$ 47,292</b>	<b>\$ 46,655</b>

(See accompanying notes to financial statement)

# **JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

## **EXTRACLASROOM ACTIVITY FUNDS**

### **NOTES TO FINANCIAL STATEMENT**

**June 30, 2021**

**(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.

**(Note 3)      COVID-19:**

On January 30, 2020, the World Health Organization (WHO) announced a global health emergency because of a new strain of coronavirus originating in Wuhan, China (the “COVID-19 outbreak”) and the risk to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally.

The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, limited activities and student involvement in the Extraclassroom activities and transactions have resulted from the date of closure through the end of the 2020-21 fiscal year.

**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, 2021. 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 Deficiencies Pending Corrective Action:**

**Raffle –**

During the course of our examination, we noted that the Class of 2022 conducted a raffle during the 2020-21 fiscal year.

According to Section 186 of the General Municipal Law, only a non-profit charitable organization that has been issued a games of chance identification number from the Racing and Wagering Board is eligible to conduct a raffle. We recommend the Administration review this situation and implement the necessary corrective action during the 2021-22 fiscal year.

**Receipts –**

Our examination revealed one instance in the Class of 2020 in which deposits were made to the bank account approximately two weeks after the cash had been received.

In an effort to help safeguard cash and maintain accountability and control over receipts, we recommend every effort continue to be made to deposit cash collections on a more timely basis.

## **(Prior Year Deficiencies Pending Corrective Action) (Continued)**

### **Cash Advance –**

Our examination of selected disbursement transactions revealed one instance in the Class of 2021 in which a cash advance totaling \$250 was not supported by original receipts and those receipts provided only totaled \$20.

We recommend all cash advances should be supported by original invoices and any remaining balance should be redeposited into the extraclassroom bank account.

### **Current Year Deficiency in Internal Control:**

#### **Student Ledger –**

During the course of our examination, we noted that the Student Treasurer of the Middle School Yearbook Club did not maintain a separate set of books.

We recommend the Student Treasurer together with the Faculty Advisor maintain a separate set of books to be reconciled with those maintained by the Central Treasurer on a monthly basis.

### **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 following were financially inactive during the 2020-21 fiscal year:

<b><u>High School</u></b>	<b><u>Middle School</u></b>
Art Club	Honor Society
Honor Society	Musical
Ski Club	
Teen Library Council	

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. Items included on the profit and loss statements examined, could be traced to the general ledger.



**(Prior Year Recommendations) (Continued)**

2. Reconciliations of items sold to total cash collected were prepared for those items tested.
3. Meeting minutes were available to support club purchases when required.

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

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
November 19, 2021