

Club Audit Findings 07-01-2020 thru 12-31-2020

1. AMS Grade 7 – No paperwork or binder submitted to Audit, No activity, Advisors listed as Toni Conover and Mike Cavotta. Letter sent to advisor
2. AMS Student Council – No paperwork or binder submitted to Audit, No activity, Advisor listed as Nancy Kehn. Letter sent to advisor
3. AMS Youth Empowerment – No paperwork or binder submitted to Audit, Advisor listed as Samantha Keenan. Letter sent to advisor
4. Class of 2021 – No paperwork or binder submitted to Audit, Advisor listed as Nicole Freeman. Letter sent to advisor
5. Drama – When asked for the club records the Advisor called Alice to ask for copies of everything as she was not keeping copies of her own records. Advisor did not compare the transaction reports sent to her records for accuracy resulting in an incorrect beginning balance. Advisor listed as Sarah Christy. Letter sent to advisor
6. Student Government – No paperwork or binder submitted to Audit, Advisor listed as Gordon Kaedy. Letter sent to advisor.
7. National Honor Society – In reviewing the records the club has no ledger of their own. The club only has copies of the transaction reports I send to compare for accuracy. Advisor listed as Karyn Rees. Letter sent to advisor.
8. Key Club – No binder submitted to Audit only received a ledger. Advisors listed as Jeff Brown and Veronica Gaboury. Letter sent to advisors
9. MUSIC – Ledger has an inaccurate beginning balance, the ledger has not been kept up to date from prior year. Advisor listed as Mike Blostein. Letter sent to advisor.
10. SAGES – District discrepancy. Incorrect account hit when issuing the reimbursement. Brought to Alice Crognale's attention to correct the error 2-24-2021.
11. AHPS Yearbook – Binder does not have paperwork for the payments made. In reviewing the binder I came across a payment that should have been processed through SAGES. This error has been brought to Alice Crognale's attention to correct 2-24-2021. Advisor listed as Amy Bailey. Letter sent to advisor.
12. Class of 2023 - No paperwork or binder submitted to Audit, No activity, Advisors listed as Tara Arsenault and Wendy Glunk. Letter sent to advisor

20-21 CLUB AUDIT

	EX 601.02	EX 601.03	EX 601.04	EX 601.05	EX 601.06	EX 601.09	EX 601.10	EX 601.11	EX 601.12	EX 601.14	EX 601.17	EX 601.18
	AMS GRADE 7	AMS STUDENT COUNCIL	AMS YEARBOOK	AMS YOUTH EMPOWERMENT	AP CONNECTIONS	CLASS OF 2020	CLASS OF 2021	DRAMA	STUDENT GOVERNMENT	NATIONAL HONOR SOCIETY	KEY CLUB	MH KIDS
PER GL BALANCE @ 7/1/2020	\$ 623.81	\$ 5,598.45	\$ 11,229.72	\$ 58.71	\$ 187.24	\$ 23,723.90	\$ 4,591.59	\$ 36,795.47	\$ 2,540.16	\$ 614.43	\$ 1,449.40	\$ 407.27
RECEIPTS IN TRANSIT	\$ -	\$ -	\$ 1,356.64	\$ -	\$ -	\$ 107.25	\$ 24,831.15	\$ 317.46	\$ 37.78	\$ 1,710.00	\$ 143.00	\$ 219.00
DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (23,831.15)	\$ (2,086.25)	\$ (1,864.33)	\$ (147.73)	\$ (115.00)	\$ (154.55)	\$ (500.00)
BALANCE @ 12/31/2020	\$ 623.81	\$ 5,598.45	\$ 12,586.36	\$ 58.71	\$ 187.24	\$ -	\$ 27,336.49	\$ 35,248.60	\$ 2,430.21	\$ 2,209.43	\$ 1,437.85	\$ 126.27
PER CLUB BALANCE @ 7/1/2020	NO BINDER	NO BINDER	\$ 11,229.72	NO BINDER	\$ 187.24	NO BINDER	NO BINDER	\$ 35,523.42	NO BINDER	\$ 614.43	\$ 1,449.40	\$ 407.27
RECEIPTS	NO ACTIVITY	NO ACTIVITY	\$ 1,356.64	SUBMITTED	\$ -	ACCOUNT	SUBMITTED	\$ 317.46	SUBMITTED	\$ 1,710.00	\$ 143.00	\$ 219.00
DISBURSEMENTS			\$ -		\$ -	CLOSED		\$ (1,864.33)		\$ (115.00)	\$ (154.55)	\$ (500.00)
ADJUSTED BALANCE @ 12/31/2020	\$ -	\$ -	\$ 12,586.36	\$ -	\$ 187.24	\$ -	\$ -	\$ 33,976.55	\$ -	\$ 2,209.43	\$ 1,437.85	\$ 126.27
Variance	1	2	0.00	-58.71	0.00	0.00	4	5	6	7	8	0.00
	-623.81	-5,598.45	0.00	0.00	0.00	0.00	-27,336.49	-1,272.05	-2,430.21	0.00	0.00	0.00

	EX 601.19	EX 601.21	EX 601.22	EX 601.25	EX 601.27	EX 601.30	EX 601.33	EX 601.42	EX 601.46
	PES KIDS	MUSIC	NEW HORIZONS	ROBOTICS	SAGES	APHS YEARBOOK	WSL GRADE 5	CLASS OF 2022	CLASS OF 2023
PER GL BALANCE @ 7/1/2020	\$ 660.29	\$ 8,201.79	\$ 37.78	\$ 3,045.32	\$ 1,878.67	\$ 5,541.85	\$ 46.83	\$ 3,135.75	\$ 2,641.00
RECEIPTS IN TRANSIT	\$ -	\$ 3,905.00	\$ -	\$ 500.00	\$ -	\$ 3,357.78	\$ 23.15	\$ 665.00	\$ -
DISBURSEMENTS	\$ -	\$ (2,640.00)	\$ (37.78)	\$ -	\$ (597.87)	\$ (5,450.07)	\$ -	\$ -	\$ -
BALANCE @ 12/31/2020	\$ 660.29	\$ 9,466.79	\$ -	\$ 3,545.32	\$ 1,280.80	\$ 3,449.56	\$ 69.98	\$ 3,800.75	\$ 2,641.00
PER CLUB BALANCE @ 7/1/2020	\$ 660.29	\$ 3,895.79	ACCOUNT	\$ 3,045.32	\$ 1,878.67	\$ 5,541.85	\$ 46.83	\$ 3,135.75	NO BINDER
RECEIPTS	NO ACTIVITY	\$ 3,905.00	CLOSED	\$ 500.00	\$ -	\$ 3,357.78	\$ 23.15	\$ 665.00	NO ACTIVITY
DISBURSEMENTS	\$ -	\$ (2,640.00)		\$ -	\$ (627.90)	\$ (5,450.07)	\$ -	\$ -	
ADJUSTED BALANCE @ 12/31/2020	\$ 660.29	\$ 5,160.79	\$ -	\$ 3,545.32	\$ 1,250.77	\$ 3,449.56	\$ 69.98	\$ 3,800.75	\$ -
Variance	9	-4,306.00	0.00	0.00	-30.03	0.00	0.00	0.00	12
	0.00	-4,306.00	0.00	0.00	-30.03	0.00	0.00	0.00	-2,641.00

THIS IS TO CERTIFY THAT THE ABOVE REPORT IS VERIFIED AND IN AGREEMENT WITH THE CLUBS AND ANY VARIANCES HAVE BEEN NOTED AND ADDRESSED FOR CORRECTION

Amelia Lee
Faculty Auditor

2020-2021 ESTIMATED REVENUE AND EXPENDITURES FOR CLUB

ACCOUNT	ACCOUNT NAME	18-19 ACTUAL		19-20 ACTUAL		20-21 ESTIMATE	
		REVENUE	EXPENDITURES	REVENUE	EXPENDITURES	REVENUE	EXPENDITURES
EX 601.02	AMS GRADE 7	\$ 15,435.00	\$ (15,278.00)	\$ 11,433.00	(11,971.06)	\$ 13,000.00	\$ (12,000.00)
EX 601.03	AMS STUDENT COUNCIL	\$ 844.00	\$ (1,141.83)	\$ 2,804.23	(455.11)	\$ 2,500.00	\$ (1,000.00)
EX 601.04	AMS YEARBOOK	\$ 1,638.91	\$ (312.46)	\$ 1,201.42	-	\$ 1,500.00	\$ (1,000.00)
EX 601.05	AMS YOUTH EMPOWERMENT	\$ 650.00	\$ (765.98)	\$ 405.00	(405.00)	\$ 750.00	\$ (500.00)
EX 601.06	AP CONNECTIONS	\$ 572.31	\$ (266.66)	\$ 168.15	(630.36)	\$ 500.00	\$ (500.00)
EX 601.09	CLASS OF 2020	\$ 25,320.55	\$ (23,447.96)	\$ 33,931.82	(14,563.79)	JE TO BE DONE TO CLOSE ACCOUNT	
EX 601.10	CLASS OF 2021	\$ 17,118.21	\$ (16,586.09)	\$ 9,449.95	(6,428.30)	\$ 20,000.00	\$ (17,500.00)
EX 601.11	DRAMA CLUB	\$ 14,980.94	\$ (9,699.82)	\$ 7,562.27	(6,290.22)	\$ 10,000.00	\$ (7,500.00)
EX 601.12	STUDENT GOVERNMENT	\$ 4,740.26	\$ (3,571.00)	\$ 2,200.00	(4,121.47)	\$ 5,000.00	\$ (3,500.00)
EX 601.13	AMS GRADE 8	\$ 17,375.00	\$ (17,355.00)	\$ 1,309.00	(1,450.00)	\$ 10,000.00	\$ (7,500.00)
EX 601.14	NATIONAL HONOR SOCIETY	\$ 2,720.00	\$ (2,373.02)	\$ 2,440.00	(2,173.56)	\$ 2,500.00	\$ (2,000.00)
EX 601.15	HORTICULTURE OPPORTUNITIES	\$ 1,226.73	\$ (1,497.00)	\$ -	-	Contacted HS due to inactivity	
EX 601.17	KEY CLUB	\$ 1,156.03	\$ (1,245.50)	\$ 3,535.48	(3,030.00)	\$ 3,500.00	\$ (3,000.00)
EX 601.18	MILLER HILL KIDDS	\$ 829.01	\$ (1,188.20)	\$ 195.41	(310.17)	\$ 1,000.00	\$ (500.00)
EX 601.19	POESTENKILL KIDDS	\$ 1,841.94	\$ (2,144.22)	\$ 1,409.01	(1,784.02)	\$ 2,000.00	\$ (2,000.00)
EX 601.20	WEST SAND LAKE KIDDS	\$ 104.00	\$ (220.00)	\$ 980.36	(530.36)	\$ 1,500.00	\$ (750.00)
EX 601.21	MUSIC CLUB	\$ 14,800.47	\$ (12,153.56)	\$ 101,288.46	(100,315.00)	\$ 35,000.00	\$ (12,500.00)
EX 601.22	NEW HORIZONS	\$ 6,182.42	\$ (6,763.00)	\$ 3,621.31	(3,895.00)	\$ 4,500.00	\$ (4,000.00)
EX 601.23	ODYSSEY OF THE MIND	\$ 1,903.72	\$ (3,021.00)	\$ 1,096.15	(1,271.06)	\$ 2,000.00	\$ (1,500.00)
EX 601.24	AMS COUNCIL OF THE ARTS	\$ 5,495.00	\$ (5,654.46)	\$ 5,681.35	(5,982.78)	\$ 6,500.00	\$ (6,000.00)
EX 601.25	ROBOTICS CLUB	\$ 3,500.00	\$ (692.68)	\$ 3,316.00	(3,377.36)	\$ 4,000.00	\$ (3,500.00)
EX 601.26	S.A.D.D. CLUB	\$ 650.00	\$ (722.31)	\$ 881.23	(230.00)	\$ 1,000.00	\$ (250.00)
EX 601.27	SAGES CLUB	\$ 3,318.00	\$ (2,754.15)	\$ 1,031.00	(1,181.31)	\$ 2,000.00	\$ (1,500.00)
EX 601.28	SNACK ATTACK CLUB	\$ 117.27	\$ (5,875.00)	\$ -	-	Contacted HS due to inactivity	
EX 601.30	APHS YEARBOOK THRESHOLD	\$ 16,875.51	\$ (16,307.14)	\$ 10,815.53	(5,955.78)	\$ 15,000.00	\$ (8,000.00)
EX 601.31	W.A.P.H. CLUB	\$ 952.87	\$ (2,500.00)	\$ 790.18	(7,133.00)	\$ 1,000.00	\$ (8,000.00)
EX 601.32	WORLD OF DIFFERENCE	\$ 279.40	\$ -	\$ -	-	Contacted HS due to inactivity	
EX 601.33	WEST SAND LAKE GRADE 5	\$ 11,465.45	\$ (10,732.92)	\$ 4,655.10	(5,377.60)	\$ 5,000.00	\$ (4,500.00)
EX 601.34	WEST SAND LAKE MUSIC	\$ 293.17	\$ (295.59)	\$ 269.07	(267.33)	\$ 500.00	\$ (300.00)
EX 601.35	AMS BUILDERS CLUB	\$ 114.45	\$ (74.45)	\$ 623.11	-	\$ 750.00	\$ (400.00)
EX 601.36	AMS BOOKSTORE	\$ 1,462.06	\$ (1,694.80)	\$ 192.80	129.36	\$ 1,000.00	\$ (500.00)

2020-2021 ESTIMATED REVENUE AND EXPENDITURES FOR CLUB

ACCOUNT	ACCOUNT NAME	18-19 ACTUAL		19-20 ACTUAL		20-21 ESTIMATE	
		REVENUE	EXPENDITURES	REVENUE	EXPENDITURES	REVENUE	EXPENDITURES
EX 601.37	AMS ENTREPRENEUR	\$ 0.67	\$ (84.28)	\$ 50.00	\$ (118.17)	\$ 250.00	\$ (150.00)
EX 601.38	AMS LIBRARY CLUB	\$ 2,063.14	\$ (987.73)	\$ 317.08	\$ (200.00)	\$ 500.00	\$ (250.00)
EX 601.39	AMS MUSIC	\$ 776.00	\$ (776.00)	\$ 1,584.00	\$ (1,584.00)	\$ 1,500.00	\$ (1,000.00)
EX 601.40	AMS SERVICE CLUB	\$ -	\$ (163.50)	\$ -	\$ -	Contacted AMS due to inactivity	
EX 601.42	CLASS OF 2022	\$ 1,046.06	\$ (37.33)	\$ 9,582.80	\$ (7,455.78)	\$ 15,000.00	\$ (10,000.00)
EX 601.43	BEST BUDDIES CLUB	\$ 907.13	\$ -	\$ 1,383.49	\$ (1,924.03)	\$ 2,000.00	\$ (1,500.00)
EX 601.44	KELSEY'S PROMISE	\$ -	\$ -	\$ 1,327.80	\$ -	\$ 1,000.00	\$ (500.00)
EX 601.45	INTERNATIONAL CLUB	\$ 350.00	\$ -	\$ 289.66	\$ -	\$ 300.00	\$ (200.00)
EX 601.46	CLASS OF 2023	\$ -	\$ -	\$ 2,498.96	\$ (694.50)	\$ 5,000.00	\$ (1,000.00)
EX 601.47	ANGLER'S CLUB	\$ -	\$ -	\$ 60.00	\$ (25.99)	\$ 250.00	\$ (100.00)



General Ledger Account Transactions Detail Report From 7/1/2020 To 12/31/2020

Account Date	Account Name Ref Number PO Number	Vendor ID Explanation	Schedule	Debits	Credits	Balance
EX 601.02 07/01/2020	AMS GRADE 7 28	Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	623.81	623.81
		EX 601.02 Totals:		0.00	623.81	623.81
EX 601.03 07/01/2020	AMS STUDENT COUNCIL 28	Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	5,598.45	5,598.45
		EX 601.03 Totals:		0.00	5,598.45	5,598.45
EX 601.04 07/01/2020	AMS YEARBOOK 28	Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	11,229.72	11,229.72
12/10/2020	7264	AMSYB - REFUND OF CREDIT FROM LIFETOUCH	CR-5	0.00	1,356.64	12,586.36
		EX 601.04 Totals:		0.00	12,586.36	12,586.36
EX 601.05 07/01/2020	AMS YOUTH EMPOWERMENT 28	Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	58.71	58.71
		EX 601.05 Totals:		0.00	58.71	58.71
EX 601.06 07/01/2020	AP CONNECTIONS 28	Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	187.24	187.24
		EX 601.06 Totals:		0.00	187.24	187.24
EX 601.09 07/01/2020	CLASS OF 2020 28	Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	23,723.90	23,723.90
08/03/2020	6924	C2020 REFUND FOR DEPOSIT - GRAFTON PARK	CR-1	0.00	107.25	23,831.15
10/19/2020	109	TRANSFER BALANCE OF C2020 TO C2021	JE-1	23,831.15	0.00	0.00
		EX 601.09 Totals:		23,831.15	23,831.15	0.00



General Ledger Account Transactions Detail Report From 7/1/2020 To 12/31/2020

Account Date	Account Name Ref Number	PO Number	Vendor ID Explanation	Schedule	Debits	Credits	Balance
EX 601.10	CLASS OF 2021						
07/01/2020	<u>28</u>		Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	4,591.59	4,591.59
09/11/2020	<u>6969</u>		C2021 - REFUND FROM DESMOND - DEPOSIT FOR JUNIOR PROM	CR-2	0.00	1,000.00	5,591.59
10/19/2020	<u>109</u>		TRANSFER BALANCE OF C2020 TO C2021	JE-1	0.00	23,831.15	29,422.74
10/29/2020	<u>9690</u>		9616 IPROMOTEU	CD-2	980.00	0.00	28,442.74
10/29/2020	<u>9689</u>		11654 SAWYER'S SCREEN PRINTING & EMBROIDERY	CD-2	1,106.25	0.00	27,336.49
			EX 601.10 Totals:		2,086.25	29,422.74	27,336.49
EX 601.11	DRAMA CLUB						
07/01/2020	<u>28</u>		Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	36,795.47	36,795.47
10/02/2020	<u>9687</u>		11725 PLAYSCRIPTS INC	CD-2	759.47	0.00	36,036.00
11/24/2020	<u>9693</u>		12085 VIDEO EDITING FOR PLAY MISS NELSON IS MISSING	CD-3	1,001.05	0.00	35,034.95
12/02/2020	<u>9694</u>		11057 REIMBURSEMENT FOR POSTER PURCHASE	CD-4	54.00	0.00	34,980.95
12/10/2020	<u>155</u>		OFF BROADWAY PLAYERS TRANSFER	JE-8	0.00	317.46	35,298.41
12/15/2020	<u>9695</u>		12090 ARMLIN, EMILY	CD-4	49.81	0.00	35,248.60
			EX 601.11 Totals:		1,864.33	37,112.93	35,248.60
EX 601.12	STUDENT GOVERNMENT						
07/01/2020	<u>28</u>		Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	2,540.16	2,540.16
12/02/2020	<u>140</u>		TRANSFER BAL OF NEW HORIZONS TO STUDENT GOVT (BOE 10/5/20)	JE-1	0.00	37.78	2,577.94
12/15/2020	<u>9696</u>		7624 FOR PURCHASE OF GIFT CARDS - SPIRITWEEK	CD-4	90.00	0.00	2,487.94
12/23/2020	<u>9697</u>		11212 REIMBURSEMENT FOR RAFFLE BASKET	CD-4	57.73	0.00	2,430.21
			EX 601.12 Totals:		147.73	2,577.94	2,430.21

EX 601.14 NATIONAL HONOR SOCIETY



Account Date	Account Name Ref Number	PO Number	Vendor ID Explanation	Schedule	Debits	Credits	Balance
EX 601.21	MUSIC CLUB						
10/29/2020	9688		11929 COFFEE FUNDRAISER - COFFEE FUNDRAISER	CD-2	2,560.00	0.00	9,481.79
11/06/2020	9692		11929 COFFEE FUNDRAISER ORDER	CD-3	80.00	0.00	9,401.79
11/09/2020	7199		MUSIC - COFFEE FUNDRAISER/DONATION	CR-4	0.00	65.00	9,466.79
			EX 601.21 Totals:		2,640.00	12,106.79	9,466.79
EX 601.22	NEW HORIZONS						
07/01/2020	28		Opening Ledger Entries Opening Ledger	JE-3	0.00	37.78	37.78
12/02/2020	140		TRANSFER BAL OF NEW HORIZONS TO STUDENT GOVT (BOE 10/5/20)	JE-1	37.78	0.00	0.00
			EX 601.22 Totals:		37.78	37.78	0.00
EX 601.25	ROBOTICS CLUB						
07/01/2020	28		Opening Ledger Entries Opening Ledger	JE-3	0.00	3,045.32	3,045.32
12/07/2020	7253		ROBOT - DONATION FROM ABATE FAMILY	CR-5	0.00	500.00	3,545.32
			EX 601.25 Totals:		0.00	3,545.32	3,545.32
EX 601.27	SAGES CLUB						
07/01/2020	28		Opening Ledger Entries Opening Ledger	JE-3	0.00	1,878.67	1,878.67
10/02/2020	87		SAGES - PURCHASE OF 2019-20 YEARBOOK (THRES)	JE-1	55.00	0.00	1,823.67
10/02/2020	9684		4400 SCHOLASTIC INC - 3725 MAGAZINE	CD-2	420.25	0.00	1,403.42
10/02/2020	9686		9978 REIMBURSEMENT FOR SUPPLIES	CD-2	122.62	0.00	1,280.80
			EX 601.27 Totals:		597.87	1,878.67	1,280.80
EX 601.30	APHS YEARBOOK THRESHOLD						
07/01/2020	28		Opening Ledger Entries Opening Ledger	JE-3	0.00	5,541.85	5,541.85
08/21/2020	6944		THRES - YEARBOOK SALES	CR-1	0.00	1,937.04	7,478.89
08/27/2020	50		THRES - NSF/PARASCANDOLA	JE-1	55.00	0.00	7,423.89



Account Date	Account Name Ref Number	PO Number	Vendor ID Explanation	Schedule	Debits	Credits	Balance
APHS YEARBOOK THRESHOLD							
EX 601.30							
09/02/2020	6957		THRES - YEARBOOK SALE	CR-2	0.00	60.18	7,484.07
09/03/2020	9683		4753 JOSTENS	CD-1	5,305.36	0.00	2,178.71
09/03/2020	9683		4753 JOSTENS	CD-1	59.68	0.00	2,119.03
09/09/2020	6958		THRES - YEARBOOK SALE	CR-2	0.00	101.85	2,220.88
09/25/2020	7035		THRES - YEARBOOK SALES	CR-2	0.00	196.93	2,417.81
10/02/2020	87		SAGES - PURCHASE OF 2019-20 YEARBOOK (THRES)	JE-1	0.00	50.93	2,468.74
10/02/2020	9685		11664 REIMBURSEMENT FOR SUPPLIES	CD-2	30.03	0.00	2,438.71
10/26/2020	7142		THRES - YEARBOOK SALES	CR-3	0.00	456.85	2,895.56
11/05/2020	7184		THRES - YEARBOOK SALES	CR-4	0.00	554.00	3,449.56
			EX 601.30 Totals:		5,450.07	8,899.63	3,449.56
WEST SAND LAKE GRADE 5							
EX 601.33							
07/01/2020	28		Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	46.83	46.83
10/16/2020	7115		WSLG5 - YEARBOOK SALE	CR-3	0.00	23.15	69.98
			EX 601.33 Totals:		0.00	69.98	69.98
CLASS OF 2022							
EX 601.42							
07/01/2020	28		Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	3,135.75	3,135.75
12/07/2020	7254		C2022 - CHARLESTON WRAP ONLINE FUNDRAISER	CR-5	0.00	665.00	3,800.75
			EX 601.42 Totals:		0.00	3,800.75	3,800.75
CLASS OF 2023							
EX 601.46							
07/01/2020	28		Opening Ledger Entries Opening Ledger Entries	JE-3	0.00	2,641.00	2,641.00
			EX 601.46 Totals:		0.00	2,641.00	2,641.00
			Grand Totals:		37,424.73	150,182.64	112,757.91

Averill Park Central School District

BUSINESS OFFICE

146 GETTLE ROAD ST 1
AVERILL PARK, NEW YORK 12018
TELEPHONE (518) 674-7050

February 17, 2021

AMS Grade 7
Toni Conover

Re: Club Audit

Dear Club Advisor:

No records or files have been sent over for auditing purposes. This is something that will be needed every year for auditing. All clubs need to have a binder or folder with all their records in it for each year. You should have a ledger with a running balance and copies of all invoices, memos and statements of revenue and minutes of meetings.

If you have any questions or concerns please do not hesitate to contact me.

Thank you,



Catina Riley
Averill Park CSD
District Treasurer
rileyc@apcsd.org
518-674-7057

Averill Park Central School District

BUSINESS OFFICE

146 GETTLE ROAD ST 1
AVERILL PARK, NEW YORK 12018
TELEPHONE (518) 674-7050

February 17, 2021

AMS Student Council
Nancy Kehn

Re: Club Audit

Dear Club Advisor:

No records or files have been sent over for auditing purposes. This is something that will be needed every year for auditing. All clubs need to have a binder or folder with all their records in it for each year. You should have a ledger with a running balance and copies of all invoices, memos and statements of revenue and minutes of meetings.

If you have any questions or concerns please do not hesitate to contact me.

Thank you,



Catina Riley
Averill Park CSD
District Treasurer
rileyc@apcsd.org
518-674-7057

Averill Park Central School District

BUSINESS OFFICE

146 GETTLE ROAD ST 1
AVERILL PARK, NEW YORK 12018
TELEPHONE (518) 674-7050

February 17, 2021

AMS Youth Empowerment
Samantha Keenan

Re: Club Audit

Dear Club Advisor:

No records or files have been sent over for auditing purposes. This is something that will be needed every year for auditing. All clubs need to have a binder or folder with all their records in it for each year. You should have a ledger with a running balance and copies of all invoices, memos and statements of revenue and minutes of meetings.

If you have any questions or concerns please do not hesitate to contact me.

Thank you,



Catina Riley
Averill Park CSD
District Treasurer
rileyc@apcsd.org
518-674-7057

AP Connections Ledger ²⁰⁻²¹

Savings Passbook

Date	Withdrawals	Deposits/Interest	Balance
9/9	Opening Balance		187.24

Averill Park Central School District

BUSINESS OFFICE

146 GETTLE ROAD ST 1
AVERILL PARK, NEW YORK 12018
TELEPHONE (518) 674-7050

February 17, 2021

Class of 2021
Nicole Freeman

Re: Club Audit

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District Treasurer
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518-674-7057

DEANTA

2020-2021

OBP Ledger 2020/21

Date	Num	Payee/Transaction Description	Category	R	Withdrawal, Payment (-)	Deposit, Credit (+)	
		[Balance As of]					\$35,523.42
9/3/20		Opening Ledger				0.00	\$36,795.47
9/29/20		Playscripts- Fall Play Performance Rights a	Miss Nelson is Mis		759.47		\$36,036.00
11/20/20		Video editing	Miss Nelson is Mis		1,001.05		\$35,034.95
11/22/20		Ticket Sales- Miss Nelson is Missing	Miss Nelson is Mis			317.46	\$35,352.41
12/1/20		Refund for Poster Purchase	Miss Nelson is Mis		54.00		\$35,298.41
12/8/20		Ornaments for cast	Miss Nelson is Mis		49.81		\$35,248.60
1/6/21		Amazon costumes and props	Miss Nelson is Mis		817.92		\$34,430.68
1/22/21		Music Notes	Cabaret		69.49		\$34,361.19
2/9		Dan Foster- Cabaret Accompanist	Cabaret		500.00		\$33,861.19

→ Incorrect beginning balance

Averill Park Central School District

BUSINESS OFFICE

146 GETTLE ROAD ST 1
AVERILL PARK, NEW YORK 12018
TELEPHONE (518) 674-7050

February 17, 2021

Student Government
Gordon Kaedy

Re: Club Audit

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Averill Park Central School District

BUSINESS OFFICE

146 GETTLE ROAD ST 1
AVERILL PARK, NEW YORK 12018
TELEPHONE (518) 674-7050

February 18, 2021

National Honor Society
Karyn Rees

Re: Club Audit

Dear Club Advisor:

In reviewing club records for auditing I notice that you do not have a ledger. The sheets we send you are for comparison with your own club ledger that you keep. This will catch any discrepancies or errors. Please create your own ledger with running balances and formulas. This can be done using excel or handwritten on a paper ledger. Please correct this issue.

If you have any questions or concerns please do not hesitate to contact me.

Thank you,



Catina Riley
Averill Park CSD
District Treasurer
rileyc@apcsd.org
518-674-7057

Miller Hill-Sand Lake K-Kids Financial Ledger 2020-2021

DATE	DESCRIPTION	DEBITS	CREDITS	BALANCE
10/07/2020	opening balance	-	-	407.27
10/07/2020	deposit - shirt fundraiser from February 2020	-	152	559.27
10/07/2020	cash donation from February 2020	-	67	626.27
10/26/20	donation to Kelsey's Promise Foundation	250	-	375.27
10/26/20	donation to Madi's Angel Pigs	250	-	126.27

Kiwanis Kids 2019/2020 Poestenkill (PE)

Prepared By	
Approved By	

Credit
Debits

		1	2	3
		Deposit	Withdrawal Check	
				1,035.30
				- 180.00
				855.30
1	9/16/19	Averill Park School Dist (Bus) ✓	✓ 1150 -	
2	10/15/19	Deposit (Recorder sales)	② 212.96 ✓	1,068.26
3	10/2	West Music (Recorder Invoice)	① 221.49 ✓	846.77
4	11/6/19	Petty Cash (School Store) #ck 9360	20 - ✓	826.77
5	11/13/19	Susan Baines (K-Kids Baking) #ck 9351	1553 ✓	811.24
6	12/14/19	Raymond Geddes Co (School Store) #ck 9362	205.69 ✓	605.55
7	12/17/19	Deposit (Candy Cane Sale) ③ 201.85 ✓		807.40
8	9/19/19	Sales Tax Credit	140 ✓	908.80
9	12/19	Susan Baines (X-mas supplies) #ck #9368	36.75 ✓	772.05
10	12/19	Sharon Smith (X-mas supplies) #ck 9368	8.00	764.05
11		① missing .09 ✓		
12		② Dep slip 212.96 - tax 17.04 ✓		
13		③ Dep slip 201.85 - tax 16.15 ✓		
14		④ sales tax vendor credits missing ✓		
15		⑤ 4 checks processed in December ✓		
16		Not listed		
17				764.05
18	12/19	Universal Studios (X-mas supplies) #ck #9370	144.70	619.29
19	12/19	Kia Whalen (X-mas supplies) #ck #9371	22.02 ✓	597.27
20	12/2	Tax Vendor	85 ✓	498.12
21	1/20	Mohawk Humane Society Donation #ck 9383	200.00 ✓	298.12
22	1/27	Susan Baines (K-Kids Supplies) #ck 9391	40.89 ✓	357.23
23	1/27	Cherise Analdi (K-Kids Supplies) #ck 9316	22.38 ✓	334.85
24	2/24	Sharon Smith (K-Kids Supplies) #ck 9409	11.58 ✓	323.27
25	2/25	Deposit of lollipop money	194.44 ✓	517.71
26	2/27	Deposit of calendar money	78.70 ✓	596.41
27	2/28	Deposit School Store	395.11 ✓	991.78
28	3/1/20	Geddes	244.77 ✓	747.01
29	3/1/20	Cherise Analdi (K-Kids Supplies)	58.80 ✓	688.21
30	3/1/20	Vendor Money (Candy Cane)	35 ✓	653.11
31	3/20	Vendor Credit	15.00 ✓	638.11
32	3/17	Deposit of St. Patrick's Day	301.85 ✓	939.96
33	3/17	Oriental Trading (St. Patrick's Day)	255.78 ✓	700.77
34	3/17	Cherise Analdi (K-Kids Supplies)	60.48 ✓	640.29
35	3/17	Petty Cash	20 - ✓	620.29
36				
37	1/2/21	Deposit (Candy Cane Sale)	162.04 ✓	822.33
38	2/14/21	Make A Wish Foundation (Donation)	- 175 - ✓	647.33
39				
40				

MUSIC

- Incorrect beginning balance

Date	Explanation	Ensemble	Amount Received	Amount Paid	Total Balance
Beginning Balance					\$3,895.79
10/22/2020	Coffee fundraiser		\$3,840.00		\$7,735.79
10/22/2020	Coffee payment			\$2,560.00	\$5,175.79
11/3/2020	Coffee payment			\$80.00	\$5,095.79
11/4/2020	Coffee fundraiser		\$65.00		\$5,160.79
1/4/2021	Barnes and Noble, Donation		\$302.92		\$5,463.71
1/19/2021	NYSSMA	NYSSMA Piano		\$16.00	\$5,447.71
			Amount Received	Amount Paid	Total

SAGE J

Date	Description	Debits	Credits	Balance
9/15/20	Opening Balance		\$1,878.67	\$1,878.67
9/15/20	2019-20 Yearbook	\$55.00		\$1,823.67
9/15/20	Scholastic	\$420.25		\$1,403.42
9/21/20	Deb Dobert	\$30.03 → ?		\$1,373.39
9/21/20	Kelly Ryan	\$122.62		\$1,250.77
1/6/21	Kelly Ryan	\$310.93		\$939.84
1/6/21	Deb Dobert	\$72.50		\$867.34

APHS Yearbook

20-21

Prepared By	Date
Approved By	

© WILSON JONES

G7203 GREEN

July 1, 2020 - 2021

1						5541.85 ¹
2						
3	8/20	Deposit	8/20/2020	2092.00 - tax	154.96	1937.04 ³
4						
5						7478.89 ⁵
6	8/28	Check Return	8/27	Parascandola		- 55.00 ⁶
7						7423.89
8	8/31	Deposit	8/31/2020	65 - tax	4.82	+ 60.18 ⁸
9						7484.05 ⁹
10	8/20	Payment to Justens		extra over Brooks		- 5305.36 ¹⁰
11						2178.71 ¹¹
12	8/20	Payment to Justens				- 59.68 ¹²
13						2119.03 ¹³
14	9/8	Deposit	9/8/2020	110. - tax	8.15	+ 101.85 ¹⁴
15						2220.88
16	9/24	Deposit		212.68 - tax	15.75	+ 196.93 ¹⁶
17						2417.81 ¹⁷
18	10/2	Deposit Transfer from SAGES		55 - tax	4.07	50.93 ¹⁸
19						2468.74
20	10/2	Supply Reimbursement	10/2/2020			? ← - 30.03 ²⁰
21						2438.71 ²¹
22	10/23	Deposit	10/23/2020	493.39 - tax	36.54	456.85 ²²
23						2895.56 ²³
24	11/4	Deposit	11/4/2020	598.32 - tax	44.32	+ 554.24 ²⁴
25						3449.80 ²⁵
26	1/21	Photos Commission Deposit	1/21/2021			+ 1000.00 ²⁶
27						4449.80 ²⁷
28	1/21	Deposit	1/21/2021	223.50 - tax	16.56	+ 207.09 ²⁸
29						4656.89 ²⁹
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						

Junior Class of 2022

Beginning Balance: 3,135.75

<u>date</u>	<u>activity</u>	<u>deposit amount</u>	<u>payment amount</u>	<u>activity type</u>	<u>balance</u>
9/1/18	Balance from Class of 2023				3,135.75
12/7/20	Charleston Wrap Online Fundraiser	665		fundraiser	3800.75
2/8/21	Prom Fund Drive Donation	325		donation	4125.75
02/10/21	Prom Fund Drive Donation	250		donaton	4375.75

Averill Park Central School District

BUSINESS OFFICE

146 GETTLE ROAD ST 1
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February 24, 2021

Class of 2023
Tara Arsenault and Wendy Glunk

Re: Club Audit

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