

## Club Audit Findings

1. AMS Youth Empowerment – No paperwork or binder submitted to Audit, No activity for 19-20 school year. No Advisor listed letter sent to Building Principal.
2. Snack Attack – Ledger includes a disbursement that was put on hold due to shut down. This was the only transaction for this club for the 19-20 school year. Advisor listed as Bray Engel. Letter sent to advisor
3. APHS Yearbook – Ledger is incomplete. Missing items include Sales Tax vendor credits for the 19-20 school year, Deposit on 6/22/20 for \$2,280.56, NSF on 6/29/20 (\$81.00), Sales Tax on yearbook sales for the 19-20 school year. Advisor listed as Amy Bailey. Letter sent to advisor.
4. WAPH – Sales Tax vendor credit not on club ledger from December 2019. Advisor listed as Bray Engel. Letter sent to advisor.
5. World of Difference – No paperwork or binder submitted to Audit, No activity for 19-20 school year. Advisor listed as Lauren Mouzakas-Viola. Letter sent to advisor.
6. AMS Library – Sales Tax vendor credit not recorded. Petty Cash turn in not recorded. Ledger has incorrect balance shown. Advisor listed as Rebecca Ekstrom. Letter sent to advisor.
7. Best Buddies – Sales Tax vendor credit not recorded. Advisor listed as Kelly Ryan. Letter sent to advisor.
8. Class of 2023 – Ledger missing sales tax from 10/7/19 and sales tax vendor credit from 12/20/19 creating incorrect balance. Advisor listed as Bray Engel. Letter sent to advisor.

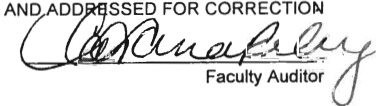
**\*\*ALL ADVISORS HAVE BEEN GIVEN AN UPDATED NYS PAMPHLET 2 FOR THEIR RECORDS IN THE FORM OF A PAPER COPY OR A LINK EMAILED TO THEM\*\***

19-20 CLUB AUDIT

	EX 601.05 AMS YOUTH EMPOWERMENT	EX 601.17 KEY CLUB	EX 601.26 SADD CLUB	EX 601.27 SAGES	EX 601.28 SNACK ATTACK	EX 601.30 APHS YEARBOOK	EX 601.31 WAPHC	EX 601.32 WORLD OF DIFFERENCE	EX 601.33 WSL GRADE 5	EX 601.34 WSL MUSIC	EX 601.35 AMS BUILDERS CLUB	EX 601.36 AMS BOOKSTORE
PER GL BALANCE @ 1/1/2020	\$ 58.71	\$ 748.92	\$ 816.41	\$ 1,517.67	\$ 5,590.48	\$ 2,774.88	\$ 10,646.31	\$ 284.06	\$ 67.95	\$ 5.50	\$ 993.01	\$ 1,215.34
RECEIPTS IN TRANSIT	\$ -	\$ 3,535.48	\$ 650.00	\$ 361.00	\$ -	\$ 7,694.75	\$ -	\$ -	\$ 4,654.82	\$ -	\$ -	\$ 85.93
DISBURSEMENTS	\$ -	\$ (2,835.00)	\$ -	\$ -	\$ -	\$ (4,927.78)	\$ -	\$ -	\$ (4,675.94)	\$ -	\$ -	\$ -
BALANCE @ 6/30/2020	\$ 58.71	\$ 1,449.40	\$ 1,466.41	\$ 1,878.67	\$ 5,590.48	\$ 5,541.85	\$ 10,646.31	\$ 284.06	\$ 46.83	\$ 5.50	\$ 993.01	\$ 1,301.27
PER CLUB BALANCE @ 1/1/2020	NO BINDER	\$ 748.92	\$ 815.18	\$ 1,517.67	\$ 5,590.48	\$ 2,797.70	\$ 10,646.22	NO BINDER	\$ 67.95	\$ 5.50	\$ 993.01	\$ 1,215.34
RECEIPTS	NO ACTIVITY	\$ 2,535.48	\$ 881.23	\$ 361.00	\$ -	\$ 5,436.54	\$ -	NO ACTIVITY	\$ 4,654.82	\$ -	\$ -	\$ 85.93
DISBURSEMENTS	NO ADVISOR	\$ (1,835.00)	\$ (230.00)	\$ -	\$ (750.00)	\$ (4,846.78)	\$ -		\$ (4,675.94)	\$ -	\$ -	\$ -
ADJUSTED BALANCE @ 6/30/2020	\$ -	\$ 1,449.40	\$ 1,466.41	\$ 1,878.67	\$ 4,840.48	\$ 3,387.46	\$ 10,646.22	\$ -	\$ 46.83	\$ 5.50	\$ 993.01	\$ 1,301.27
<b>Variance</b>	<b>1 -58.71</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2 -750.00</b>	<b>3 -2,154.39</b>	<b>4 -0.09</b>	<b>5 -284.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

	EX 601.37 AMS ENTREPRENEURS	EX 601.38 AMS LIBRARY	EX 601.39 AMS MUSIC	EX 601.40 AMS SERVICE CLUB	EX 601.42 CLASS OF 2022	EX 601.43 BEST BUDDIES	EX 601.44 KELSEY'S PROMISE	EX 601.45 INTERNATIONAL CLUB	EX 601.46 CLASS OF 2023			
PER GL BALANCE @ 1/1/2020	\$ 336.96	\$ 4,971.99	\$ 124.63	\$ 688.35	\$ 4,059.69	\$ 387.13	\$ 337.50	\$ 600.00	\$ 2,641.00			
RECEIPTS IN TRANSIT	\$ -	\$ 316.20	\$ 1,584.00	\$ -	\$ 125.00	\$ 1,383.49	\$ 1,327.80	\$ 39.66	\$ -			
DISBURSEMENTS	\$ -	\$ (100.00)	\$ (1,584.00)	\$ -	\$ (1,048.94)	\$ (1,404.03)	\$ 100.00	\$ -	\$ -			
BALANCE @ 6/30/2020	\$ 336.96	\$ 5,188.19	\$ 124.63	\$ 688.35	\$ 3,135.75	\$ 366.59	\$ 1,765.30	\$ 639.66	\$ 2,641.00			
PER CLUB BALANCE @ 1/1/2020	\$ 336.96	\$ 4,971.11	\$ 124.63	\$ 688.35	\$ 4,059.69	\$ 307.13	\$ 337.50	\$ 600.00	\$ 2,671.46			
RECEIPTS	\$ -	\$ 189.85	\$ 1,584.00	\$ -	\$ 125.00	\$ 1,381.77	\$ 1,427.80	\$ 39.66	\$ -			
DISBURSEMENTS	\$ -	\$ (100.00)	\$ (1,584.00)	\$ -	\$ (1,048.94)	\$ (1,324.03)	\$ -	\$ -	\$ -			
ADJUSTED BALANCE @ 6/30/2020	\$ 336.96	\$ 5,060.96	\$ 124.63	\$ 688.35	\$ 3,135.75	\$ 364.87	\$ 1,765.30	\$ 639.66	\$ 2,671.46			
<b>Variance</b>	<b>0.00</b>	<b>6 -127.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7 -1.72</b>	<b>0.00</b>	<b>0.00</b>	<b>8 30.46</b>			

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

  
Faculty Auditor

APIIS Key Club 2019-2020

Expense report

Beginning balance = \$748.92

Date	Explanation	Debit	Credit	Balance
09/01/19	Beginning balance			748.92
02/26/20	Dues, craft fair, LTC regist.		1560.48	2309.40
02/26/20	LTC registrations	1835		474.40
03/04/20	LTC registrations		200	674.40
06/04/20	LTC reimbursements		775	1449.40

*From a  
make # to as  
and put in surplus  
12/21*

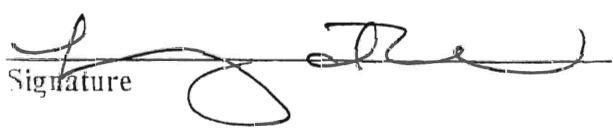
Extraclassroom Activity Fund  
Central Treasurer's Report

SADD

For the Period 9/19 to 5/20, 20

Activity	Beginning Bal. On Hand	Receipts	Disbursements	Ending Balance on Hand
T-Shirt Sale	815.18	Deposit: 230.77	Cash	1,045.95
Sales tax credit	1,045.95	Deposit: 46	"	1,046.41
Transportation - Field Trip	1,046.41	-230.00	230.00	816.41
SADD Cabaret	816.41	check deposit: 650.00	check	1,466.41
TOTAL				1,466.41

Date 5/27/20

Signature 

*MM*  
*Sages*

<b>Date</b>	<b>Discription</b>	<b>Debits</b>	<b>Credits</b>	<b>Balance</b>
7/1/19	opening balance from DO			\$2,028.98
9/23/19	Deposit - Popcorn Sales		\$48.00	\$2,076.98
10/1/19	Best Buddies Check reinbusehment		\$350.00	\$2,426.98
10/4/19	Deposit - Popcorn Sales		\$81.00	\$2,507.98
9/27/19	Maddie Stern Scholarship Donation	\$300.00		\$2,207.98
10/21	Scholastic	\$280.17		\$1,927.81
11/1	Deposit - Popcorn Sales		\$120.00	\$2,047.81
11/1/19	Proctors - Check	\$177.00		\$1,870.81
11/21	Kelly Ryan - Check	\$315.31		\$1,555.50
11/21/19	Debora Dobert - Check	\$108.83		\$1,446.67
11/22/19	Deposit - Popcorn Sales		\$71.00	\$1,517.67
1/27/20	Deposit - Popcorn Sales		\$124.00	\$1,641.67
2/28/20	Deposit - Popcorn Sales		\$237.00	\$1,878.67

↓

↓

*1,878.67*

**Snack Attack**

as of ~~6/22/20~~ **6/15/20**

7/1/19 **Opening Balance:** 5,590.48

Date	Expense Name	Amount
3/9/20	Donation - APHS Youth in Gov't Conference	750.00
<b>Total Expenses</b>		<b>750.00</b>
<b>Remaining Balance After Expen.</b>		<b>4840.48</b>
Date	Revenue Name	Amount
<b>Total Revenue</b>		<b>0.00</b>
<b>Grand Total</b>		<b>4840.48</b>

⇒ Put on hold due to shut down

# APHS Yearbook 2019-2020.

	initials	Date
Prepared By		
Approved By		

© WILSON JONES

G7203 GREEN

		1	2	3
		Deposits	Payments	Balance
1	Balance for year's start			+762.98. (682.10)
2				
3				
4	9/16 Payment reimbursement yearbook to: Amy Bailey lanyards		\$ 44.00	638.10
5				
6				
7	10/3 Payment - Reimbursement to: Amy Bailey stamps/postage		\$ 143.00	495.10
8				
9				
10	10/7 Payment Little Caesars PIZZA Kits Yearbook fundraiser		\$ 841.00	-345.90
11				
12				
13	10/7 Deposit - Little C. Pizza Kits	\$ 1091.00		745.10
14				
15	12/5 Deposit - Yrbook Sales + Ads	\$ 522.00		1267.70
16				
17	12/6 Deposit - Yearbook Sales + Ads.	\$ 1530.00		2797.70
18				
19	1/17 Deposit Yrbk Sales + LifeTouch Ad Com. / Photos.	\$ 1373.54		4171.24
20				
21				
22	3/4 Deposit Yrbk Sales LifeTouch Ad Com / Photos.	\$ 3982.00		8153.24
23				
24				
25	3/12 Deposit Yearbook Sale	\$ 81.00		8234.24
26				
27	6/5 Jostens Payment for 2020 Yearbook		\$ 4846.78	
28				
29				
30	(-tax amounts for yrbooks sold)			\$ 3387.46
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

WAPH -TV

as of ~~10/30/19~~ 6/15/20

7/1/19 **Opening Balance:** 16,989.13

Date	Expense Name	Amount
7/9/19	Sales Tax on Graduation Videos	61.11
9/18/19	Sales Tax on Graduation Videos	1.85
11/1/19	Transfer for Math Field Trip	4023.00
11/1/19	Transfer for LOTE Immersion Programs	1600.00
11/1/19	Transfer for Youth in Gov't Fees	1000.00
11/1/19	Transfer for NYSMMA Fees	510.00
<b>Total Expenses</b>		<b>7195.96</b>
<b>Remaining Balance After Expen.</b>		<b>9793.17</b>
Date	Revenue Name	Amount
7/9/19	Graduation Video Sales	825.00
9/19/19	Sales Tax Vendor Credit	3.05
9/18/19	Graduation Video Sales	25.00
<b>Total Revenue</b>		<b>853.05</b>
<b>Grand Total</b>		<b>10646.22</b>

*Sales tax  
Vendor  
Credit +  
on 12/20/19*



# West Sand Lake Grade 5 Account Transactions 2019-2020

Date	Transaction	Beginning Balance	Credits	Debits	Ending Balance
6/30/2019	Account Balance				769.33
7/1/2019	Account Balance	769.33			769.33
7/3/2019	Reimbursement			701.66	67.67
9/19/2019	Sales Tax Credit		0.28		67.95
1/15/2020	Void Stale Dated Check-Canaday		15.00		82.95
1/27/2020	Reissue of Voided Check-Canaday			15.00	67.95
1/30/2019	Void Stale Dated Check-Norton		15.00		82.95
2/3/2019	Reissue of Voided Check-Norton			15.00	67.95
3/10/2019	Void Stale Dated Check-Kieley		15.00		82.95
3/10/2019	Void Stale Dated Check-Kapusta		15.00		97.95
3/18/2019	Reissue of Voided Check-Kieley			15.00	82.95
3/18/2019	Reissue of Voided Check-Kapusta			15.00	67.95
4/14/2019	Void Stale Dated Check-Andrews		15.00		82.95
4/14/2019	Void Stale Dated Check-Demars		15.00		97.95
4/14/2019	Void Stale Dated Check-Ferris		15.00		112.95

## West Sand Lake Grade 5 Account Transactions 2019-2020

5/8/2019	Sale of Yearbook Advertising		1455.00		1567.95
5/8/2019	Sale of Yearbooks		2731.48		4299.43
5/21/2019	Sale of Yearbook Advertising		100.00		4399.43
5/21/2019	Sale of Yearbooks		170.74		4570.17
5/28/2019	Check for Inter-State Studio & Publishing			3778.18	791.99
6/23/2019	Sale of Yearbooks		92.60		
6/26/2019	Reimbursement for Classroom Expenses			837.76	
Total		769.33	4655.10	5377.60	46.83

# 2019-2020

## WSL Music Department Student Activity Account Ledger

Date	Opening Balance	Deposits	Pre Tax	Payments	Transaction	Ending Balance
9/3/2019	\$3.76				September 2019-20 School Year Opening Balance	\$3.76
10/15/2019	\$3.76	\$76.00	\$6.08		2019-20 Recorder Deposit (1) Soprano Recorders	\$79.76
10/21/2019	\$79.76	\$20.00	\$1.60		2019-20 Recorder Deposit (2) Soprano Recorders	\$99.76
10/30/2019	\$99.76	\$172.00	\$13.76		2019-20 Recorder Deposit (3) Soprano Recorders	\$271.76
11/13/2019	\$271.76			-\$267.33	John Keal Music 67 Soprano Recorders @ \$3.99	\$4.43
12/20/2019	\$4.43	\$1.07			Sales Tax Vender Credit	\$5.50
5/18/2020	\$5.50				2019-20 School Year Ending Balance	\$5.50

Builders Club 2020

7/1/2019 Opening Balance	\$369.90
11/25/2019 Donation Movie Night	\$70.10
12/10/2019 Fundraiser Diabeteis	\$553.01
6/23/2020 Total	\$993.01

Need to  
include  
columns for  
deposits & paym  
w/

**AMS BOOKSTORE 2019-2020**

<b>Date</b>		<b>Debits</b>	<b>Credits</b>	<b>Balance</b>
07/01/2019	Opening Balance	0.00	1,237.83	1,237.83
09/18/2019	CHECK # 9310 START UP MONEY	60.00	0.00	1,177.83
09/19/2019	SALES TAX CREDIT	0.00	0.26	1,178.09
09/27/2019	CHECK #9314 RAYMOND GEDDES CO INC	69.36	0.00	1,108.73
10/07/2019	BOOKSTORE SALES	0.00	45.51	1,154.24
10/21/2019	BOOKSTORE SALES	0.00	29.21	1,183.45
11/13/2019	BOOKSTORE SALES	0.00	16.43	1,199.88
12/09/2019	BOOKSTORE SALES	0.00	15.09	1,214.97
12/20/2019	SALES TAX CREDIT	0.00	0.37	1,215.34
01/13/2020	BOOKSTORE SALES	0.00	11.81	1,227.15
02/03/2020	BOOKSTORE SALES	0.00	7.64	1,234.79
03/02/2020	BOOKSTORE SALES	0.00	6.34	1,241.13
03/19/2020	SALES TAX CREDIT	0.00	0.14	1,241.27
06/12/2020	PETTY CASH TURN IN	0.00	60.00	1,301.27
	<b>Totals:</b>	<b>129.36</b>	<b>1,430.63</b>	<b>1,174.39</b>

Entrepreneur Club 2019-2020

7/1/2019	Opeing Balance	\$405.13
12/10/19	Donation	\$50
11/22	Payment Tremonts Lumber	\$118.17
6/23	Total	\$333.96

need to  
include columns  
for deposits &  
payments with  
balance/totals

Library Club Account 2019-2020

		withdrawls	deposits	
7.1.19	BEGINNING per Bus. Office			5,071.11
9.19.19	tax credit		0.88	5,071.99
10.18.18	petty cash withdrawl	100		4,971.11
1.6.20	petty cash withdrawl	100		4,891.11
1.16.20	deposit from library fundraiser		188.97	5,080.08
		↓	↓	5,080.08

*- incorrect balance*

*Please add totals*

<u>DATE</u>	<u>TRANSACTION DESCRIPTION</u>	<u>CHECK/DEBIT AMOUNT</u>	<u>DEPOSIT/CREDIT AMOUNT</u>	<u>BALANCE FORWARD</u>
8/31/2017				231.01
2/1/2018	Vocal NYSSMA Registration		176	407.01
2/1/2018	NYSSMA( Registration fees)	176		231.01
4/2/2018	Instrumental NYSSMA Registration		536	767.01
4/5/2018	NYSSMA( Registration fees)	536		231.01
4/11/2018	NYSSMA Sight Reading books (through John Keal Music)	106.38		124.63
2/15/2019	NYSSMA Registration		776	900.63
2/20/2019	NYSSMA (Registration fees)	776		124.63
1/29/2020	NYSSMA (Registration fees)		776	900.63
1/31/2020	NYSSMA (Registration fees)		16	916.63
1/31/2020	NYSSMA Registraion	792		124.63
6/4/2020	NYSSMA Registration Refund (due to Covid19)		792	916.63
6/15/2020	NYSSMA Registration fees refunded to families	792		124.63
	(see breakdown of amounts and names to receive refunds)			

Total

Total

*please include a formula for totals*



HWISE

Service Learning

Date	Transaction	Description	Amount	Current Balance
9/1/2019	Beginning Balance	Beginning Balance	\$688.35	\$688.35
6/30/2020	Ending Balance	No Transactions During 2019-20	\$0.00	\$688.35

# General Ledger Sheet

Sheet No: 1

Account: CLASS of 2022 (2019-2020)

Account No: CLASS of 2022

Date	Description	Journal ref.	Transaction		Balance	
			Debit	Credit	Debit	Credit
7/19/19	Starting balance					1008.73
10/4	Donation - bake sale			141 -		1149.73
10/9	Tee shirt sales			923.08		2072.81
10/15	Donation - bake sale			290.00		2362.81
10/15	Tee shirt sales			69.23		2432.04
10/17	S18 Prints LLC		568 -			1864.04
11/06	Homecoming			1382.50		3246.54
11/27	Gift Card Fundraiser			6180.00		9426.54
12/6	Great Lakes Scripts		5838.84			3587.70
12/18	CLASS Ring SALES			20 -		3607.70
12/20	Holly Ball			450 -		4057.70
12/20	Sales tax credit			1.99		4059.69
1/8/2020	Gift card Reimbursement		300 -			3759.69
2/11	Gift Card Sales			125 -		3884.69
2/28	Deposit Franklin Terrace		100 -			3784.69
			Total			



~~Chapter~~ Best Buddies

Date	Description	Debits	Credits	Balance
7/1/19	Opening balance from DO			\$907.13
10/1/19	Best Buddies Chapter dues 2018-19	\$350.00		\$557.13
10/23/19	Engelke Farm - Check	\$170.00		\$387.13
12/9/19	Bus for Farm trip	\$80.00		\$307.13
1/9/2020	1st Shirt Deposit		\$53.85	\$360.98
1/9/2020	Bake Sale		\$65.00	\$425.98
1/27/20	2nd shirt deposit		\$277.88	\$703.86
1/27/20	Bake Sale		\$49.00	\$752.86
2/3/20	3rd shirt deposit		\$525.96	\$1,278.82
2/14/20	iPromoteu (Shirts)	\$974.03		\$304.79
2/28/20	4th shirt deposit		\$298.08	\$602.87
2/28/20	bake sale		\$112.00	\$714.87
5/1/20	2019-20 Chapter Dues (Check Request - COVID Procedures)	\$350.00		\$364.87

*total*

*↓ ↓*

*Missing  
Sales tax  
Vendor Credit  
3/19/20*



45-603 Eye-Ease®  
 45-903 2-Pack  
 Made in USA

Kelsey's Promise Club

2019-2020

Prepared By	
Approved By	

	1	2	3
	Beginning balance?		
1/22/19 Deposit	437.50	—	437.50
12/06/2019 Start up money		- 100	100
			<u>337.50</u>
02/04/2020 Deposit	1317.80		+ 1317.80
			<u>1655.30</u>
06/04/2020 Void KPC start-up money	100.00		100.00
			<u>1555.30</u>
06/17/2020 Depriat	10.00		10.00
			<u>1,765.30</u>
	↓	↓	
	Totals		

International club 2019-2020

09/01/2019 Opening balance	- \$350.00	350.00
10/07/2019 UHS Stipend Transfer.	- \$250.00	600.00
02/14/2020 Japanese Club Transfer	39.66	639.66
06/19/2020 End Balance		639.66

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**Class of 2023**

as of ~~10/22/19~~ **6/15/20**

7/1/19 **Opening Balance:** 0.00

Date	Expense Name	Amount
10/4/19	Sales Tax from T-shirts	
10/10/19	Ck to Sawyer's Screen Printing for T-shirts	694.50
10/17/19	Sales Tax from T-shirts	26.54
<b>Total Expenses</b>		<b>721.04</b>
<b>Remaining Balance After Expen.</b>		<b>-721.04</b>

Date	Revenue Name	Amount
10/4/19	Class of '23 T-shirts	870.00
10/17/19	Class of '23 T-shirts	690.00
11/6/19	Split Profit from Homecoming	1382.50
12/16/19	Split Profit from Holly Ball	450.00
<b>Total Revenue</b>		<b>3392.50</b>

**Grand Total** 2671.46

*MISSING  
33.46 sales tax 10/17/19  
3.00 sales tax  
12/20/19 credit*