

**MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**FINANCIAL REPORT**

**For Year Ended June 30, 2017**

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**Raymond F. Wager, CPA, P.C.**  
**Certified Public Accountants**

**Shareholders:**

**Raymond F. Wager, CPA**  
**Thomas J. Lauffer, CPA**  
**Thomas C. Zuber, CPA**

Members of  
American Institute of  
Certified Public Accountants  
and  
New York State Society of  
Certified Public Accountants

**INDEPENDENT AUDITORS' REPORT**

To the Board of Education  
Manchester-Shortsville Central School District, New York

We have audited the accompanying statement of cash receipts and disbursements of the Extraclassroom Activity Funds of the Manchester-Shortsville Central School District for the year ended June 30, 2017 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***

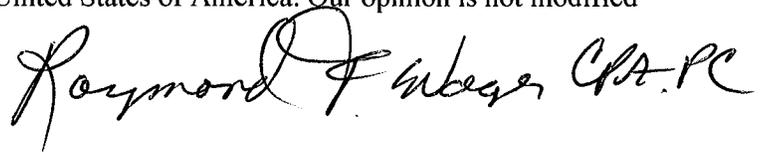
Internal accounting controls are limited over the cash receipts from the point of collection to the time of submission to the Central Treasurer. Accordingly, it was impracticable to extend our audit of such receipts beyond the amounts recorded.

***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 Manchester-Shortsville Central School District for the year ended June 30, 2017, 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.



November 6, 2017

**MANCHESTER - SHORTSVILLE CENTRAL SCHOOL DISTRICT**

**Extraclassroom Activity Funds**

**Statement of Cash Receipts and Disbursements**

**For Year Ended June 30, 2017**

	<b>Cash Balance July 1, 2016</b>	<b>Receipts</b>	<b>Disburse- ments</b>	<b>Cash Balance June 30, 2017</b>
Class of 2016	\$ 1,352	\$ -	\$ 1,352	\$ -
Class of 2017	3,469	1,774	3,740	1,503
Class of 2018	1,200	11,854	6,778	6,276
Class of 2019	164	234	3	395
Class of 2020	-	384	3	381
Art Club	219	220	3	436
Band/Chorus Travel	2,395	60,906	61,478	1,823
Elementary Music Club	1,490	6,307	5,656	2,141
Elementary Yearbook	814	2,093	2,626	281
First Robotics	752	2,180	2,804	128
Links	583	167	170	580
Middle School Music Club	3,371	1	701	2,671
Middle School Student Store	696	415	281	830
National Honor Society	791	2,271	2,256	806
Performance Club	534	214	281	467
RJ Chorus	2,295	820	1,163	1,952
RJ Music	20,156	19,826	18,755	21,227
Spanish Club	103	-	3	100
Student Council-High School	4,315	890	1,986	3,219
Student Council-Middle School	1,291	37,545	36,958	1,878
Varsity Club	2,803	10,762	8,242	5,323
Yearbook	10,346	8,838	9,988	9,196
<b>TOTAL</b>	<b>\$ 59,139</b>	<b>\$ 167,701</b>	<b>\$ 165,227</b>	<b>\$ 61,613</b>

**MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**NOTES TO FINANCIAL STATEMENT**

**June 30, 2017**

**(Note 1)      Accounting Policy:**

The transactions of the Extraclassroom Activity Funds are considered part of the reporting entity of the Manchester-Shortsville Central School District. Consequently, the cash balances are included in the financial statements of the School District as part of the Trust and Agency Fund.

The accounts of the Extraclassroom Activity Funds of the Manchester-Shortsville 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 one checking account. The balance in this account is fully covered by FDIC Insurance.

**MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT**

**EXTRACLASROOM ACTIVITY FUNDS**

**AUDITORS' FINDINGS AND EVALUATION**

We have examined the statement of cash receipts and disbursements of the Manchester-Shortsville Central School District's Extraclassroom Activity Funds for the year ended June 30, 2017. 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.

**Current Year Deficiency in Internal Control:**

**Change Funds –**

During our interviews we were informed that the Student Council-High School and the Student Council-Middle School change funds were established from cash receipts.

We recommend all receipts be deposited intact and all change funds deemed necessary be established by a check made payable to the Faculty Advisor or a Board authorized change fund. At the conclusion of the event or at year end, the change fund should be redeposited into the extraclassroom bank account.

**Prior Year Recommendations:**

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

1. The RJ Music Club held no raffles during the 2016-17 fiscal year.
2. There did not appear to be any instances where the Principal approved fundraisers prior to their commencement.

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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.



November 6, 2017