

# OTSELIC VALLEY CENTRAL SCHOOL DISTRICT

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Georgia Gonzalez, Superintendent of Schools Shelly Richards, P-12 Principal

Lacey Eaves, Director of Curriculum/Instruction and Special Programs

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District Clerk: Gail Burpee

[www.ovcs.org](http://www.ovcs.org)

December 1, 2020

Office of Audit Services  
87 Washington Avenue, Room 524  
Albany, New York 12234

Office of State Comptroller  
Division of Local Government Services  
And Economic Development  
Data Management Unit, 12<sup>th</sup> Floor  
110 State Street  
Albany, New York 12236

RE: Corrective Action Plan Relative to the Audit Management Letter for the Extraclassroom Activities Funds,  
2019-20 Fiscal Year

Dear Office of State Comptroller:

Please see the below responses in regards to the 2019-20 audit management letter received by the Ithaca office of Insero & Co. CPAs, LLP:

**Inactive Accounts** – The action of the extraclassroom treasurer is to review which clubs will be active in the upcoming year. Clubs that will no longer have an advisor in the upcoming year will be recommended to the board to be closed.

**Timely Deposits** – The action of the club treasurer and/or club advisor is to submit deposits to the extraclassroom treasurer within three (3) business days of receipt. This will be achieved by the district holding a workshop for all club treasurers and advisors regarding the correct way to complete documentation for club deposits. The workshop will include information required on deposits. If correct documentation is not provided, the forms will be given back to the club treasurer to complete correctly.

Sincerely,  
Daniel S. Silky