



## *Skaneateles Central School District*

*Nationally Recognized for Excellence  
45 East Elizabeth Street  
Skaneateles, New York 13152*

**Eric Knuth**  
Superintendent of Schools  
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**Connor Brown**  
School Business Manager  
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Director of Personnel & Operations  
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November 1, 2022

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

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

Re: Corrective Action Plan related to 2021-2022 Audited Extraclassroom Activity Funds

Dear Office of the State Comptroller:

Below are the District's responses in regards to the 2021-2022 audited management letter for the Extraclassroom Activity Funds received by the office of Grossman St. Amour:

**Cash Receipts:** During the financial audit of the extraclassroom funds, the auditors gave a modified opinion on the district's process in regards to collecting funds and the cash receipt process. Since this has been an ongoing issue over the past few years, the district is going to look into other opportunities for students and advisors to receive training and make sure a tighter process is in place. We will still continue with our annual training each year so new students and advisors are trained accordingly. We expect this initiative or increased efficiencies to commence during the 2022-2023 school year and beyond.

Please feel free to contact me with any questions. Thank you.

Sincerely,

Connor Brown  
School Business Manager

Skaneateles High School  
Michael Caraccio  
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Skaneateles Middle School  
Michael Olley  
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