

**BRIGHTON CENTRAL SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**FINANCIAL REPORT**

**For Year Ended June 30, 2018**

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

## TABLE OF CONTENTS

Independent Auditors' Report	1 - 2
Statement of Cash Receipts and Disbursements for year ended June 30, 2018	3 - 4
Notes to Financial Statement	5
Auditors' Findings and Evaluation	6 - 8

## INDEPENDENT AUDITORS' REPORT

To the Board of Education  
Brighton Central School District, New York

We have audited the accompanying statement of cash receipts and disbursements of the Extraclassroom Activity Funds of the Brighton Central School District for the year ended June 30, 2018 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 Brighton Central School District for the year ended June 30, 2018, 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.

*Raymond F. Wager, CPA, PC*

Rochester, New York  
December 12, 2018

**BRIGHTON CENTRAL SCHOOL DISTRICT**  
**Extraclassroom Activity Funds**  
**Statement of Cash Receipts and Disbursements**  
**For Year Ended June 30, 2018**

<b><u>Brighton High School:</u></b>	<b><u>Cash Balance</u></b> <b><u>July 1, 2017</u></b>	<b><u>Receipts</u></b>	<b><u>Disburse-</u></b> <b><u>ments</u></b>	<b><u>Cash Balance</u></b> <b><u>June 30, 2018</u></b>
Class of 2017	\$ 2,514	\$ -	\$ 2,514	\$ -
Class of 2018	6,781	14,887	20,279	1,389
Class of 2019	1,964	13,869	10,595	5,238
Class of 2020	4,706	2,673	2,342	5,037
Class of 2021	-	5,366	1,579	3,787
Anime Club	457	105	92	470
AP Politics & Government	3,710	-	-	3,710
Asian Student Association	142	-	74	68
Best Buddies	-	105	-	105
Bookstore	1,852	7,424	7,691	1,585
Bremen Exchange	4,113	-	1,105	3,008
Brighton Film Society	135	29	-	164
BSU	524	246	-	770
Chess Club	24	1	-	25
Christian Student Union	-	109	109	-
Citizens of the World	269	500	-	769
Concert Choir	939	12,914	12,878	975
Crazy Pitches	1,795	1,814	1,671	1,938
Debate Team	229	445	570	104
DECA	312	6,093	6,191	214
Drama Club	1,661	941	989	1,613
FBLA	701	365	320	746
Fishing Club	102	563	-	665
French Club	374	37	34	377
Friends of Rachel	246	552	409	389
Galaxy Club	1,063	3,027	3,201	889
German Club	22	10	-	32
Great Grandpa's Kitchen	81	-	-	81
Habitat for Humanity	1,734	1,305	1,253	1,786
Helping Hands	1,047	276	400	923
Interact Club	372	27	-	399
International Club	478	-	-	478
Israel Exchange	325	1	-	326
Jazz Band	1,094	5,302	1,836	4,560
Key Club	283	1,611	1,841	53
Kick Cancer's Butt-On	481	202	-	683
Library Club	864	39	184	719
Mock Trial	1,878	-	1,740	138
Model United Nations	3,222	15,149	13,006	5,365
Mosaic Club	500	-	423	77
Muslim Student Association	488	303	79	712
Natural Helpers	1,393	1,162	990	1,565
Orchestra	165	-	165	-
<b>Subtotal</b>	<b><u>\$ 49,040</u></b>	<b><u>\$ 97,452</u></b>	<b><u>\$ 94,560</u></b>	<b><u>\$ 51,932</u></b>

	<b>Cash Balance</b> <b>July 1, 2017</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Cash Balance</b> <b>June 30, 2018</b>
<b>Carry Over Total</b>	\$ 49,040	\$ 97,452	\$ 94,560	\$ 51,932
Outdoor Club	17,920	35,875	17,574	36,221
Performing Arts	59,491	46,320	42,400	63,411
Phoenix Club	32	-	-	32
Photo Clubs	500	264	-	764
Physics Club	1	135	70	66
Publications - Crossroads	13,164	15,253	17,404	11,013
Publications - Trapezoid	1,232	1,490	1,124	1,598
Recycle Club	1,424	-	-	1,424
Rennes Exchange	374	100	-	474
Sales Tax	-	3,679	3,010	669
Science Olympiad	6,183	2,619	2,703	6,099
Science Research Club	632	-	-	632
Ski Club	-	1,460	1,460	-
Student Council	17,418	4,624	8,125	13,917
Student Council - School Fund	1,110	-	90	1,020
Students for a Tolerant Community	356	-	-	356
Vocal Group	4,290	50,184	51,351	3,123
Whale Watch	4,039	21,510	18,885	6,664
Women's Awareness	258	99	15	342
<b>Total Brighton High School</b>	<b>\$ 177,464</b>	<b>\$ 281,064</b>	<b>\$ 258,771</b>	<b>\$ 199,757</b>
<b><u>Twelve Corners Middle School</u></b>				
Darien Lake Trip	\$ 1,574	\$ 6,494	\$ 6,261	\$ 1,807
Drama Club	4,513	-	-	4,513
Foreign Language	16	-	-	16
NYC Trip	62	370	310	122
ODE/Outdoor Edu.	2,826	22,050	20,296	4,580
Quebec Trip	618	-	-	618
Roseland	3,332	6,795	8,034	2,093
Science Exploration Days	35	180	180	35
Seabreeze Trip	2,046	7,447	7,242	2,251
Ski Club	2,127	10,115	10,466	1,776
Student Council	7,108	25,437	21,346	11,199
Student Store	268	2,861	2,491	638
Vermont Trip	186	66	-	252
Washington Trip	346	150,178	149,097	1,427
Yearbook	3,309	-	-	3,309
Sales Tax	-	423	249	174
<b>Total Twelve Corners Middle School</b>	<b>\$ 28,366</b>	<b>\$ 232,416</b>	<b>\$ 225,972</b>	<b>\$ 34,810</b>
<b><u>French Road Elementary School</u></b>				
Student Council	<b>\$ 6,926</b>	<b>\$ -</b>	<b>\$ 6,926</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 212,756</b>	<b>\$ 513,480</b>	<b>\$ 491,669</b>	<b>\$ 234,567</b>

(See accompanying notes to financial statement)

**BRIGHTON CENTRAL SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**NOTES TO FINANCIAL STATEMENT**

**June 30, 2018**

**(Note 1)      Accounting Policy:**

The transactions of the Extraclassroom Activity Funds are considered part of the reporting entity of the Brighton 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 Brighton 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 two checking accounts. The balance in these accounts is fully covered by FDIC insurance.

**BRIGHTON CENTRAL SCHOOL DISTRICT**  
**EXTRACLASSROOM ACTIVITY FUNDS**  
**AUDITORS' FINDINGS AND EVALUATION**

We have examined the statement of cash receipts and disbursements of the Brighton Central School District's Extraclassroom Activity Funds for the year ended June 30, 2018. 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. In particular, cash being handled by numerous students and faculty advisors at various functions provides an atmosphere of limited control over those receipts.

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.

**Prior Year Deficiencies Pending Corrective Action:**

**Brighton High School –**

**Profit and Loss Statements**

Our examination revealed one instance in the Student Council and one instance in the Vocal Club where profit and loss statements were not prepared for fundraising events.

We recommend the Student Treasurer together with the Faculty Advisor prepare a profit and loss statement for all fundraisers and that they be submitted to the Central Treasurer to be retained for our review at year end.

**Twelve Corners Middle School –**

**Internal Accounting Control**

During the course of our examination we noted the Student Treasurer for the Seabreeze Trip did not maintain a separate set of books for the club's financial activity.



**Current Year Deficiency in Internal Control:**

**Twelve Corners Middle School –**

**Internal Accounting Control**

During the course of our examination we noted the Student Treasurer for the Outdoor Club did not maintain a separate set of books for the club’s financial activity. In addition, there was no student involvement in the collection and counting of cash receipts.

**Other Item:**

The following item is not considered to be a deficiency in internal control; however, we consider it an other item which we would like to communicate to you as follows:

**Inactive Clubs –**

As indicated on the statement of cash receipts and disbursements the following clubs were financially inactive during the 2017-18 fiscal year:

**Brighton High School**

AP Politics and Government  
Great-Grandpa’s Kitchen  
International Club  
Phoenix Club  
Recycle Club  
Science Research Club  
Students for a Tolerant Community

**Twelve Corners Middle School**

Drama Club  
Foreign Language Club  
Quebec Trip  
Yearbook

We recommend the status of these clubs be reviewed. If future financial activity is not anticipated, they should be closed in accordance with the Board of Education policy.

**Prior Year Recommendations:**

We are pleased to report that a significant number of our prior year recommendations have been implemented to our satisfaction:

**Brighton High School –**

1. Deposits were supported with a reconciliation of items sold to total cash collected.
2. Club minutes were available to support donations and gift purchases.
3. The change fund for the Student Council was established by a check made payable to the Faculty Advisor.

**Twelve Corners Middle School –**

1. The Student Council Trip Assistance Club was inactive during the 2017-2018 fiscal year.

**(Prior Year Recommendations) (Continued)**

2. For those items tested, profit and loss statements were prepared for fundraising events.
3. Deposits were supported with a reconciliation of items sold to total cash collected.

**French Road Elementary School** –

1. The French Road Elementary School extraclassroom account was closed during the 2017-2018 fiscal year.

\*

\*

\*

We wish to express our appreciation to all client personnel for the courtesies extended to us during the course of our examination.



Rochester, New York  
December 12, 2018