



# Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

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9 January 2019

To: School Committee

Subj: STUDENT ACTIVITY FUND AUDIT

## **Background**

Student Activity Funds in Massachusetts are governed by MGL Chapter 71, Section 47. The Massachusetts Department of Elementary and Secondary Education [MA DESE] also provides further guidance via their recently published *Audit Guidelines for Student Activity Accounts*. The district has School Committee Policies #941 and 942 that regulate our Student Activity Funds on a local level.

In the summer of 2018 I engaged Scanlon Associates to conduct the required external audit which is to occur at least once every three years. I specifically asked them to focus their attention on our secondary schools where we have the largest amount of activity and transactions.

Per the School Committee policies, I have enclosed their reports.

## **Independent Auditor's Reports**

Two reports are enclosed: Shrewsbury High School Student Activity Fund, Independent Accountant's Report on Applying Agreed-Upon Procedures dated June 30, 2015 and Shrewsbury Middle and Elementary Schools Student Activity Fund, Independent Accountant's Report on Applying Agreed-Upon Procedures dated June 30, 2018.

## **Future Actions**

Each report specifies several recommendations to further enhance internal controls or meet statutory accounting procedures. Principals have received these reports and I will work with them to address each of the items noted. Further, I will continue to monitor progress of the remedies via continuation of my own annual internal reviews.