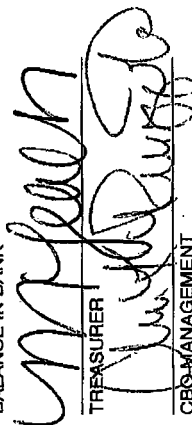


	CAPITAL CHECKING CHASE	CAPITAL PREMIER CHASE	CAPITAL FUND SUMMARY	DEBT SERVICE CHASE
BALANCE PRIOR MONTH	\$114,035.61	\$9,409.01	\$123,444.62	\$652,185.83
CURRENT MONTH RECEIPTS	\$328,655.94	\$2,607,654.40	\$2,936,310.34	\$7,648.92
TOTAL	\$442,691.55	\$2,617,063.41	\$3,059,754.96	\$659,834.75
DISBURSEMENTS CURRENT MONTH	-\$442,682.56	-\$797,045.58	-\$1,239,726.14	\$0.00
BALANCE PER BOOKS	<u>\$8.99</u>	<u>\$1,820,017.83</u>	<u>\$1,820,028.82</u>	<u>\$659,834.75</u>
BALANCE PER BANK STATEMENT	\$375,421.20	\$1,820,017.83	\$2,195,439.03	\$659,834.75
LESS OUTSTANDING CHECKS	-\$375,412.21	\$0.00	-\$375,412.21	\$0.00
DEPOSITS IN TRANSIT	\$0.00	\$0.00	\$0.00	\$0.00
RECONCILING ITEMS	\$0.00	\$0.00	\$0.00	\$0.00
BALANCE IN BANK	<u>\$8.99</u>	<u>\$1,820,017.83</u>	<u>\$1,820,028.82</u>	<u>\$659,834.75</u>

	TRUST & AGENCY CHASE	PAYROLL CHASE	SIEBA BANCORP	TRUST & AGENCY SUMMARY	SCHOLARSHIP CHASE	SCHOLARSHIP CCTC	SCHOLARSHIP SUMMARY
BALANCE PRIOR MONTH	\$116,337.17	\$0.00	\$3,932.30	\$120,269.47	\$13,413.36	\$1,387.30	\$14,800.66
CURRENT MONTH RECEIPTS	\$715,516.05	\$433,132.92	\$3,146.80	\$1,151,795.77	\$40.99	\$1.73	\$42.72
TOTAL	\$831,853.22	\$433,132.92	\$7,079.10	\$1,272,065.24	\$13,454.35	\$1,389.03	\$14,843.38
DISBURSEMENTS CURRENT MONTH	-\$673,318.77	-\$433,132.92	-\$3,146.80	-\$1,109,598.49	\$0.00	\$0.00	\$0.00
BALANCE PER BOOKS	<u>\$158,534.45</u>	<u>\$0.00</u>	<u>\$3,932.30</u>	<u>\$162,466.75</u>	<u>\$13,454.35</u>	<u>\$1,389.03</u>	<u>\$14,843.38</u>
BALANCE PER BANK STATEMENT	\$162,437.22	\$0.00	\$3,484.63	\$165,921.85	\$13,454.35	\$1,389.03	\$14,843.38
LESS OUTSTANDING CHECKS	-\$3,902.77	\$0.00	\$0.00	-\$3,902.77	\$0.00	\$0.00	\$0.00
DEPOSITS IN TRANSIT	\$0.00	\$0.00	\$447.67	\$447.67	\$0.00	\$0.00	\$0.00
RECONCILING ITEMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BALANCE IN BANK	<u>\$158,534.45</u>	<u>\$0.00</u>	<u>\$3,932.30</u>	<u>\$162,466.75</u>	<u>\$13,454.35</u>	<u>\$1,389.03</u>	<u>\$14,843.38</u>


 TREASURER
 CEO-MANAGEMENT

ELMIRA HEIGHTS CSD

December 31, 2016

	GENERAL WORKERS COMP RESERVE FIVE STAR		GENERAL CHECKING		GENERAL PREMIER		GENERAL MMA		GENERAL TAX		GENERAL ICS		GENERAL FUND	
			CHASE		CHASE		CHASE		CCTC		CCTC		SUMMARY	
BALANCE PRIOR MONTH	\$695,694.41		\$3,053,004.90		\$131,590.97		\$3,316,737.34		\$100.00		\$1,610,053.19		\$8,807,180.81	
CURRENT MONTH RECEIPTS	\$34.31		\$60,510.31		\$3,429,927.55		\$540.45		\$0.00		\$273.44		\$3,491,286.06	
TOTAL	\$695,728.72		\$3,113,515.21		\$3,561,518.52		\$3,317,277.79		\$100.00		\$1,610,326.63		\$12,298,466.87	
DISBURSEMENTS CURRENT MONTH	\$0.00		-\$2,776,118.04		-\$645,012.25		-\$65,000.00		\$0.00		\$0.00		-\$3,486,130.29	
BALANCE PER BOOKS	<u>\$695,728.72</u>		<u>\$337,397.17</u>		<u>\$2,916,506.27</u>		<u>\$3,252,277.79</u>		<u>\$100.00</u>		<u>\$1,610,326.63</u>		<u>\$8,812,336.58</u>	
BALANCE PER BANK STATEMENT	\$695,728.72		\$361,025.97		\$2,916,506.27		\$3,252,277.79		\$100.00		\$1,610,326.63		\$8,835,965.38	
LESS OUTSTANDING CHECKS	\$0.00		-\$23,876.22		\$0.00		\$0.00		\$0.00		\$0.00		-\$23,876.22	
DEPOSITS IN TRANSIT	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
RECONCILING ITEMS	\$0.00		\$247.42		\$0.00		\$0.00		\$0.00		\$0.00		\$247.42	
BALANCE IN BANK	<u>\$695,728.72</u>		<u>\$337,397.17</u>		<u>\$2,916,506.27</u>		<u>\$3,252,277.79</u>		<u>\$100.00</u>		<u>\$1,610,326.63</u>		<u>\$8,812,336.58</u>	

	SCHOOL LUNCH PAYSCHOOLS		SCHOOL LUNCH		SCHOOL LUNCH		FEDERAL CHECKING	
	CHASE		CHASE		SUMMARY		CCTC	
BALANCE PRIOR MONTH	\$94,538.09		\$125,806.51		\$220,344.60		\$9,960.98	
CURRENT MONTH RECEIPTS	\$4,447.00		\$6,690.76		\$11,137.76		\$65,000.00	
TOTAL	\$98,985.09		\$132,497.27		\$231,482.36		\$74,960.98	
DISBURSEMENTS CURRENT MONTH	-\$137.97		-\$33,528.98		-\$33,666.95		-\$42,656.53	
BALANCE PER BOOKS	<u>\$98,847.12</u>		<u>\$98,968.29</u>		<u>\$197,815.41</u>		<u>\$32,304.45</u>	
BALANCE PER BANK STATEMENT	\$98,534.55		\$99,447.19		\$197,981.74		\$32,304.45	
LESS OUTSTANDING CHECKS	\$0.00		-\$478.90		-\$478.90		\$0.00	
DEPOSITS IN TRANSIT	\$312.57		\$0.00		\$312.57		\$0.00	
RECONCILING ITEMS	\$0.00		\$0.00		\$0.00		\$0.00	
BALANCE IN BANK	<u>\$98,847.12</u>		<u>\$98,968.29</u>		<u>\$197,815.41</u>		<u>\$32,304.45</u>	

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**ELMIRA HEIGHTS SCHOOL DISTRICT
CLAIMS AUDITOR REPORT
FOR THE MONTH OF DECEMBER 2016**

FUND	CHECK DATE	CHECK NUMBERS	VOIDED CHECKS	TOTAL
GENERAL FUND	12/1/2016	22934-22955	22937, 22940, 22590	\$ 258,605.27
	12/8/2016	22956-22973		\$ 15,347.64
	12/15/2016	22974-22987		\$ 44,400.66
	12/22/2016	22988-23013	22998	\$ 270,911.82
	12/23/2016	23014		\$ 20.25
SCHOOL LUNCH	12/8/2016	4391-4404	4397	\$ 15,761.93
	12/15/2016	4405		\$ 1,807.03
CAPITAL	12/1/2016	1966		\$ 1,976.58
	12/8/2016	1967	1967	\$ -
	12/15/2016	1968		\$ 64,876.15
	12/22/2016	1969-1973	1972	\$ 16,638.59
	12/23/2016	1974		\$ 359,191.24
T&A	12/15/2016	14742		\$ 940.50

TOTAL # CHECKS AUDITED 103

TOTAL \$ AMOUNT AUDITED \$ 1,050,477.66

Kendrey Rice
CLAIMS AUDITOR SIGNATURE

1/3/2017

DATE

SR

**ELMIRA HEIGHTS SCHOOL DISTRICT
CLAIMS AUDITOR REPORT
FOR THE MONTH OF DECEMBER 2016**

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*THE FOLLOWING CLAIMS WERE NOT IN COMPLIANCE DUE TO THE DISCOVERED CONDITIONS LISTED:

DISCOVERED CONDITION	CHECK #	VENDOR	AMOUNT	CLAIMS AUDITOR REQUESTED CORRECTION	CORRECTIVE ACTION TAKEN	COMMENTS
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	22943	Interboro Packaging Corporation	254.70	None	None	PO's should be in place prior to placing orders for goods and services.
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	22949	Sanico	493.92	None	None	PO's should be in place prior to placing orders for goods and services.
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	22955	YMCA	200.00	None	None	PO's should be in place prior to placing orders for goods and services.
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	22956	Air Management Systems	5,850.00	None	None	PO's should be in place prior to placing orders for goods and services.
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	22962	Hartford Steam Boiler	630.00	None	None	PO's should be in place prior to placing orders for goods and services. If these are annual inspections recommend a recurring PO is set up to avoid confirming PO in the future.
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	22988	Praxair	259.56	None	None	Lease Renewal; recommend recurring PO to avoid confirming in the future.
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	23006	Office Equipment Source	327.00	None	None	Annual Contract; Contract date effective 8/8/16. Recurring PO's should be set up in the instances to avoid Confirming PO's in the future. PO's should be in place once a contract is agreed upon.
REMIT NAME OR ADDRESS INCORRECT	22970	Southern Finger Lakes Chapter	20.00	Wrong mailing address.	AP to mail check to correct address.	None
REMIT NAME OR ADDRESS INCORRECT	22985	Sargent Welch	23.74	Wrong mailing address chose during input.	AP mailing to correct address.	Correct Remit To was written up.

REMIT NAME OR ADDRESS INCORRECT	22991 ID Booth	13.23	Incorrect PO Box number.	AP to mail check to correct address.	None
INCORRECT BUDGET CODE	22974 Chemung Canal Visa	4,395.47	\$627 Superintendent hotel stay was allowed to be broken out automatically between 1240 & 1010 budget codes.	12/15 Accountant recoded entire payment to 1240.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974 Chemung Canal Visa	4,395.47	\$418 BOE Member hotel stay was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974 Chemung Canal Visa	4,395.47	\$23 Superintendent gas was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1240.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974 Chemung Canal Visa	4,395.47	\$28.04 BOE Member gas was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974 Chemung Canal Visa	4,395.47	\$30.44 BOE Members meals was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974 Chemung Canal Visa	4,395.47	\$418 BOE Member hotel stay was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974 Chemung Canal Visa	4,395.47	\$28.56 BOE Members meals was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974 Chemung Canal Visa	4,395.47	\$318 BOE Member hotel stay was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974 Chemung Canal Visa	4,395.47	\$50 BOE Member hotel stay was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.

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INCORRECT BUDGET CODE	22974	Chemung Canal Visa	4,395.47	\$368 BOE Member hotel stay was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974	Chemung Canal Visa	4,395.47	\$22 BOE Member's meals was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974	Chemung Canal Visa	4,395.47	\$436 BOE Member hotel stay was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974	Chemung Canal Visa	4,395.47	\$65.30 Superintendent meal was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1240.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT BUDGET CODE	22974	Chemung Canal Visa	4,395.47	\$418 BOE Member hotel stay was allowed to be broken out automatically between 1240 & 1010 budget code.	12/15 Accountant recoded entire payment to 1010.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.
INCORRECT INVOICE NUMBER	22937	CDW-G	27.16	Invoice number entered incorrectly.	AP to void check & make corrections.	None
INCORRECT INVOICE NUMBER	22940	Horizon Solutions	90.78	Invoice number written up incorrectly.	AP to void check & make corrections.	None
INCORRECT INVOICE NUMBER	22950	Scholastic	1,263.92	Invoice number entered incorrectly.	AP to void check & make corrections.	None
INCORRECT INVOICE NUMBER	4397	Maines Paper & Food Service	1,807.03	1 of 7 invoices written up incorrectly.	AP to void & make corrections.	None
INCORRECT INVOICE NUMBER	1972	Hunt Engineers	359,191.24	4 of 7 invoices inappropriately allocated between budget codes, the computer was allowed to automatically do the breakdown.	AP to void check & make corrections as per the breakdown provided by the district.	When more than one budget code is on a PO AP needs to direct input on how to allocate charges.

OTHER: SPECIFY	22948	Sam's Club	352.24	1 of 2 invoices improperly allocated. PO was greater than invoice computer was allowed to do breakdown between four budget codes.	12/2 Accountant recorded check.	When PO and invoice totals are not in agreeance AP needs to indicate breakdown of budget codes for input.
					Contacted district directed to 7/6/16 BOE Minutes .. "Board of Education, authorized members of the Board of Education & Superintendent to attend NYSSBA Fall Conference."	Policy 2320 Indicates BOE Members are eligible to be reimbursed for expenses in accordance with established expense reimbursement policy. Policy 5350 indicates to be reimbursed an approved conference request form is required in addition to other necessary documents.
OTHER: SPECIFY	22934	BOE Member	22.00	Approved conference request form not on file.	Contacted district directed to 7/6/16 BOE Minutes .. "Board of Education, authorized members of the Board of Education & Superintendent to attend NYSSBA Fall Conference."	Policy 2320 Indicates BOE Members are eligible to be reimbursed for expenses in accordance with established expense reimbursement policy. Policy 5350 indicates to be reimbursed an approved conference request form is required in addition to other necessary documents.
OTHER: SPECIFY	22936	BOE Member	7.64	Approved conference request form not on file.	Contacted district directed to 7/6/16 BOE Minutes .. "Board of Education, authorized members of the Board of Education & Superintendent to attend NYSSBA Fall Conference."	Policy 2320 Indicates BOE Members are eligible to be reimbursed for expenses in accordance with established expense reimbursement policy. Policy 5350 indicates to be reimbursed an approved conference request form is required in addition to other necessary documents.
OTHER: SPECIFY	22944	BOE Member	63.00	Approved conference request form not on file.	Contacted district directed to 7/6/16 BOE Minutes .. "Board of Education, authorized members of the Board of Education & Superintendent to attend NYSSBA Fall Conference."	Policy 2320 Indicates BOE Members are eligible to be reimbursed for expenses in accordance with established expense reimbursement policy. Policy 5350 indicates to be reimbursed an approved conference request form is required in addition to other necessary documents.
OTHER: SPECIFY	1967	Edger Enterprises	64,876.15	Final Pay APP - "Amount Certified" is not filled in.	AP voided check & contacted district for appropriate documentation.	Information was on file at the district.
OTHER: SPECIFY	22998	Horizon Solutions	20.45	.20 missed in discounts.	AP to void check and take discount in next check run.	None

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ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT
TREASURER'S MONTHLY REPORT

EXTRA CLASSROOM	12/31/2016
CHECKING ACCOUNT	DATE

Beginning Available Balance	\$47,005.81
Deposits for Month:	
Cash Receipts	\$17,421.90
Other- Transfer from Savings, Void Checks	\$456.00
Total Receipts	<u>\$64,883.71</u>
Disbursements made during the month:	
By check	
From check #6968 to check #6989	\$4,858.93
Other- Transfer to Savings, NSF checks, Direct Withdrawal	\$0.00
Cash shown by records	<u>\$60,024.78</u>
Reconciliation with Bank Statements	
Balance as shown on bank statement @ end of month	\$60,714.15
Add: Deposits in Transit	\$0.00
Less: Outstanding checks	\$689.37
Reconciling item	\$0.00
Net balance in bank	<u>\$60,024.78</u>
Total Available Balance	<u>\$60,024.78</u>

ok cmg

ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT

January 13, 2017
09:45:24 am

Outstanding Check Listing
Bank Account: OT CK CCTC - OT CHECKING CCTC

Check Number	Check Date	Remit To	Warrant	Fund	Recorded	Statement Date	Check Amount	Check Number
006975	12/08/2016	PEPSI COLA	0061	OT	No		\$193.64	006975
006979*	12/15/2016	FIRST IMPRESSIONS BIRTHING UNIT CEREMONY OF REMEMBRANCE FUND	0063	OT	No		\$153.75	006979
006984*	12/21/2016	PEPSI COLA	0065	OT	No		\$250.36	006984
006987*	12/21/2016	SULLIVAN-BEMENT/PAMELA	0065	OT	No		\$54.08	006987
006988	12/21/2016	SULLIVAN-BEMENT/PAMELA	0065	OT	No		\$37.54	006988
Subtotal for Bank Account: OT CK CCTC - OT CHECKING CCTC							\$689.37	
Grand Total							\$689.37	
Net							\$689.37	

Selection Criteria

Bank Account: OT CK CCTC
Check date is thru 12/31/2016
Checks Cleared/Voided Thru: 12/31/2016
Sort by: Check Number
Printed by KELLY BUCKLEY (OT)

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ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT

OTHER FUND Trial Balance for Fiscal Year 2017

Cycle 06

Post Dates From 07/01/2016 To 12/31/2016

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G/L Account	Description	Debits	Credits
Assets			
200.02	Cash - CCTC	60,024.78	
200.03	Cash - Stu Council Savings CCT	8,124.72	
Budgetary and Expense Accounts			
522.01	Middle School Store		0.00
522.02	Middle School Build'rs		1,160.82
522.03	Middle School Yearbook		1,540.46
522.05	Middle School Student Council		3,541.40
522.07	7th Grade Class		1,344.42
522.08	8th Grade Class		1,930.08
522.14	Class of 2014		6,205.45
522.17	Class of 2017		14,479.05
522.18	Class of 2018		9,377.25
522.19	Class of 2019		2,218.69
522.20	Class of 2020		8,152.00
522.50	TAE Band	0.00	
522.52	Key Club		1,754.94
522.54	TAE Student Council		3,463.14
522.55	TAE SPARTAN COFFEE CORNER		1,486.31
522.57	TAE Yearbook Fund		395.00
522.58	Junior Rotarian		75.00
522.59	TAE Art Club		121.70
522.60	Student Council Savings		8,124.72
Liabilities and Fund Balance			
203.00	Sales Tax Holding Account		2,779.07
600.00	Accounts Payable		0.00
800.00	Extra Classroom Funds		0.00
Grand Totals		68,149.50	68,149.50