

## **2024-2025 Extraclassroom Activity Fund**

### **Corrective Action Plan**

#### **Current Year Findings – Sales Tax for Reselling Goods**

Contact person: Central Treasurer, Faculty Advisors

Anticipated Completion Date: February 28, 2025

Corrective Action Plan: when a club or activity is reselling goods (such as yearbooks), it is required that a resale certificate be sent to the vendor to avoid paying sales tax on the initial purchase. The Central Treasurer and Faculty Advisor will then calculate and remit sales tax on the sale of the items as they are resold. The proper form can be found here: [ST-120](#)

#### **Other items - Recommendations**

Contact person: Central Treasurer, Executive Director of Finance and Operations, Faculty Advisors

Anticipated Completion Date: June 30, 2024

The Central Treasurer, Executive Director of Finance and Operations, and Faculty Advisors will continue to review financially inactive clubs to determine if those clubs are truly inactive or just not financially active. Inactive clubs will be reviewed annually and if it is determined that they are truly inactive other clubs and activities may take their place.

#### **Independent Measures**

The Central Treasurer, Building Principals, and Executive Director of Finance and Operations will continue to meet with the Extraclass advisors and student treasurers to discuss the financial processes that must be followed to ensure proper processes are followed consistently.