

Berkshire Hills Regional School District

Monument Mountain High School

Student Activity Funds

Financial Schedules as of June 30, 2014 and
Accountants' Report On Agreed Upon Procedures

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INDEPENDENT ACCOUNTANTS' REPORT ON AGREED UPON PROCEDURES

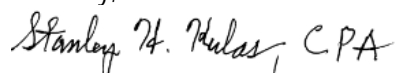
To the School Committee
Berkshire Hills Regional School District
Stockbridge, MA

We have applied certain agreed upon procedures to the Monument Mountain High School's Student Activity Funds, as discussed below. It is understood that this report is solely for your information and is not to be referred to or distributed for any purpose to anyone who is not a member of the Committee or a member of the District's management. Our procedures were as follows.

- We obtained an understanding of the internal control procedures associated with the Monument Mountain High School Student Activity Funds sufficient to discuss with the School Committee the effectiveness of the overall system, and if needed to make recommendations for improvements. Our recommendations are included in this report beginning on page 3-1.
- We agreed the bank reconciliations, as of June 30, 2014, for the student activity bank accounts to balances reported in the general ledger. We also agreed supporting items such as listings of outstanding checks and deposits in transit to the bank reconciliations.
- We prepared the following schedules from the general ledger. Please note that the information for fiscal year 2013 was taken from the prior year's report and is included here for information only. No additional procedures were applied to the financial data for fiscal year 2013.
 - Schedule of Cash Balances at June 30, 2013 and 2014 (schedule 1).
 - Schedule of Cash Received, Disbursed, Transferred, and Changes In Activity Balances, for the year ended June 30, 2013 (schedule 2).
 - Schedule of Cash Received, Disbursed, Transferred, and Changes In Activity Balances, for the year ended June 30, 2014 (schedule 3).
 - Schedule of Cash Disbursements by Payee for the year ended June 30, 2014 (schedule 4).

Because the above procedures do not constitute an audit conducted in accordance with auditing standards, generally accepted in the United States of America, we do not express an opinion on the schedules referred to above. In connection with the procedures referred to above, no matters came to our attention that caused us to believe that adjustments should be made to the schedules. Had we performed additional procedures or had we conducted an audit of the school's student activity funds, in accordance with auditing standards generally accepted in the United States of America, other matters might have come to our attention that would have been reported to you.

Sincerely,



Stanley H. Kulas
Certified Public Accountant
August 27, 2014

SCHEDULE 1

BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT
MONUMENT MOUNTAIN HIGH SCHOOL - STUDENT ACTIVITY FUNDS
SCHEDULE OF CASH BALANCES
JUNE 30, 2013 AND 2014

	JUNE 30, 2013	JUNE 30, 2014
<u>BERKSHIRE BANK</u>		
CHECKING (NOW ACCOUNT)	10,438.23	6,219.35
MONEY MARKET	222,840.03	187,725.23
PETTY CASH	200.00	200.00
TOTAL CASH	<u>233,478.26</u>	<u>194,144.58</u>

See independent accountant's report on agreed upon procedures.

BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT
MONUMENT MOUNTAIN REGIONAL HIGH SCHOOL - STUDENT ACTIVITY FUNDS
 SCHEDULE OF CASH RECEIVED, DISBURSED, TRANSFERRED AND CHANGES IN ACTIVITY BALANCES
 FOR THE YEAR ENDED JUNE 30, 2013

	Cash Received	Cash Disbursed	Cash Transferred	Net Increase (Decrease) In Cash	Activity Balance	
					June 30, 2012	June 30, 2013
CLASS FUNDS:						
CLASS OF 2009.....	-	-	-	-	2,917.18	2,917.18
CLASS OF 2011.....	-	-	-	-	4,169.33	4,169.33
CLASS OF 2012.....	-	-	-	-	5,148.89	5,148.89
CLASS OF 2013.....	13,755.00	14,386.38	(160.00)	(791.38)	5,572.00	4,780.62
CLASS OF 2014.....	3,504.00	963.56	-	2,540.44	2,381.56	4,922.00
CLASS OF 2015.....	-	-	-	-	81.00	81.00
CLASS OF 2016.....	4,035.01	2,906.75	-	1,128.26	-	1,128.26
CLASS GIFT.....	-	-	-	-	4,705.98	4,705.98
GENERAL ACTIVITIES:						
AMNESTY INTERNATIONAL.....	-	-	-	-	29.39	29.39
ART DEPT.....	1,050.00	356.30	-	693.70	2,384.37	3,078.07
ASSISTANT PRINCIPAL.....	2,110.09	2,793.68	-	(683.59)	2,196.33	1,512.74
ATHLETIC.....	825.00	654.15	-	170.85	23.65	194.50
BAND.....	13,945.10	8,482.29	-	5,462.81	19,505.54	24,968.35
BEST BUDDIES.....	1,316.00	1,099.50	-	216.50	297.34	513.84
CHORUS.....	5,235.00	6,408.90	70.00	(1,103.90)	1,153.27	49.37
DRAMA.....	-	-	-	-	2,247.36	2,247.36
ENGLISH DEPT.....	720.00	600.00	-	120.00	976.75	1,096.75
FOREIGN LANGUAGE DEPT.....	50.00	-	-	50.00	840.48	890.48
GREEN TEAM.....	2,000.00	500.00	-	1,500.00	30.01	1,530.01
GREENHOUSE (FFA).....	57,990.92	53,434.37	(20.00)	4,536.55	44,909.32	49,445.87
GUIDANCE DEPT.....	14,434.00	16,973.54	(70.00)	(2,609.54)	15,826.23	13,216.69
INDEPENDENT PROJECT.....	500.00	(13.55)	-	513.55	54.59	568.14
INTEREST & GIFT.....	684.59	201.79	-	482.80	13,023.15	13,505.95
KEY CLUB.....	1,017.25	557.01	-	460.24	1,557.91	2,018.15
LIBRARY ACCT.....	-	-	-	-	295.71	295.71
MAROON TRIBUNE.....	233.60	-	-	233.60	285.84	519.44
MATH DEPARTMENT.....	250.00	-	-	250.00	280.00	530.00
MMTV.....	-	173.30	-	(173.30)	195.62	22.32
MOUNTAINSIDE NURSERY SCHOOL.....	2,250.00	1,487.11	-	762.89	6,072.38	6,835.27
MUSICAL.....	21,447.00	23,461.06	-	(2,014.06)	19,088.66	17,074.60
PATHWAYS (SAAD).....	346.00	405.00	(130.00)	(189.00)	1,312.97	1,123.97
PEOPLE/ENVIRONMENT.....	-	-	-	-	1,312.30	1,312.30
PRINCIPAL.....	4,554.81	267.90	(40.00)	4,246.91	769.04	5,015.95
PROJECT SPROUT NATIVE.....	-	2,300.61	72.77	(2,227.84)	2,227.84	-
PROJECT SPROUT.....	3,209.29	2,207.35	(72.77)	929.17	28,648.99	29,578.16
ROOT GARDEN.....	-	-	-	-	2,583.75	2,583.75
SCHOOL STORE.....	2,836.00	2,649.00	(300.00)	(113.00)	1,342.54	1,229.54
SCIENCE DEPT.....	1,370.00	653.73	-	716.27	9,885.47	10,601.74
SHAKESPEARE PRODUCTION.....	9,902.50	12,400.00	-	(2,497.50)	2,686.69	189.19
SOCIAL STUDIES DEPT.....	-	-	-	-	272.19	272.19
SPARTAM LAUNCH.....	-	-	-	-	30.00	30.00
SPORT FUND RAISERS.....	375.00	1,876.48	-	(1,501.48)	8,801.23	7,299.75
STUDENT SENATE.....	3,396.50	3,909.44	-	(512.94)	3,372.77	2,859.83
TECH ED.....	-	-	-	-	17.50	17.50
THE TRIUMVIRATE.....	10,255.00	12,506.54	650.00	(1,601.54)	2,579.17	977.63
VIRTUAL ENTERPRISE.....	200.00	113.56	-	86.44	0.34	86.78
WISE PROGRAM.....	-	144.30	-	(144.30)	321.80	177.50
WOOD SHOP.....	-	-	-	-	2,126.22	2,126.22
TOTAL.....	183,797.66	174,860.05	-	8,937.61	224,540.65	233,478.26

See independent accountant's report on agreed upon procedures.

BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT
MONUMENT MOUNTAIN REGIONAL HIGH SCHOOL - STUDENT ACTIVITY FUNDS
 SCHEDULE OF CASH RECEIVED, DISBURSED, TRANSFERRED AND CHANGES IN ACTIVITY BALANCES
 FOR THE YEAR ENDED JUNE 30, 2014

	Cash Received	Cash Disbursed	Cash Transferred	Net Increase (Decrease) In Cash	Activity Balance	
					June 30, 2013	June 30, 2014
CLASS FUNDS:						
CLASS OF 2009.....	-	-	-	-	2,917.18	2,917.18
CLASS OF 2011.....	-	-	-	-	4,169.33	4,169.33
CLASS OF 2012.....	-	2,000.00	-	(2,000.00)	5,148.89	3,148.89
CLASS OF 2013.....	-	-	(500.00)	(500.00)	4,780.62	4,280.62
CLASS OF 2014.....	11,306.75	15,694.90	(533.85)	(4,922.00)	4,922.00	-
CLASS OF 2015.....	1,638.00	-	-	1,638.00	81.00	1,719.00
CLASS OF 2016.....	1,828.95	792.00	-	1,036.95	1,128.26	2,165.21
CLASS GIFT.....	-	-	(4,705.98)	(4,705.98)	4,705.98	-
GENERAL ACTIVITIES:						
ABOVE THE INFLUENCE.....	500.00	36.24	-	463.76	-	463.76
AMNESTY INTERNATIONAL.....	-	-	-	-	29.39	29.39
ART DEPT.....	-	205.58	-	(205.58)	3,078.07	2,872.49
ASSISTANT PRINCIPAL.....	921.58	1,150.03	-	(228.45)	1,512.74	1,284.29
ATHLETIC.....	3,443.84	3,322.43	-	121.41	194.50	315.91
BAND.....	16,921.01	35,252.30	-	(18,331.29)	24,968.35	6,637.06
BEST BUDDIES.....	30.00	402.00	-	(372.00)	513.84	141.84
CHORUS.....	3,660.20	3,044.85	125.00	740.35	49.37	789.72
DRAMA.....	-	-	-	-	2,247.36	2,247.36
ENGLISH DEPT.....	910.00	-	-	910.00	1,096.75	2,006.75
FARM TO SCHOOL.....	3,074.91	2,707.47	-	367.44	-	367.44
FOREIGN LANGUAGE DEPT.....	-	-	-	-	890.48	890.48
GREEN TEAM.....	-	-	-	-	1,530.01	1,530.01
GREENHOUSE (FFA).....	58,270.30	58,259.41	261.10	271.99	49,445.87	49,717.86
GUIDANCE DEPT.....	17,672.00	19,049.32	(140.00)	(1,517.32)	13,216.69	11,699.37
HAITI PROJECT.....	1,045.00	1,045.00	-	-	-	-
INDEPENDENT PROJECT.....	-	-	-	-	568.14	568.14
INTEREST & GIFT.....	588.22	607.81	-	(19.59)	13,505.95	13,486.36
KEY CLUB.....	125.00	432.10	367.00	59.90	2,018.15	2,078.05
LIBRARY ACCT.....	462.40	-	(367.00)	95.40	295.71	391.11
MAROON TRIBUNE.....	-	148.03	-	(148.03)	519.44	371.41
MATH DEPARTMENT.....	500.00	-	-	500.00	530.00	1,030.00
MMTV.....	-	-	-	-	22.32	22.32
MOUNTAINSIDE NURSERY SCHOOL.....	3,325.00	1,167.93	-	2,157.07	6,835.27	8,992.34
MUSICAL.....	17,445.00	22,020.88	-	(4,575.88)	17,074.60	12,498.72
PATHWAYS (SAAD).....	557.20	842.50	(160.00)	(445.30)	1,123.97	678.67
PEOPLE/ENVIRONMENT.....	-	1,028.92	-	(1,028.92)	1,312.30	283.38
PRINCIPAL.....	2,652.46	8,220.63	4,348.73	(1,219.44)	5,015.95	3,796.51
PROJECT SPROUT.....	55.00	6,829.35	-	(6,774.35)	29,578.16	22,803.81
ROOT GARDEN.....	-	-	-	-	2,583.75	2,583.75
SCHOOL STORE.....	2,310.50	2,850.79	(251.00)	(791.29)	1,229.54	438.25
SCIENCE DEPT.....	1,286.00	1,093.49	326.00	518.51	10,601.74	11,120.25
SHAKESPEARE PRODUCTION.....	9,687.00	8,500.00	-	1,187.00	189.19	1,376.19
SOCIAL STUDIES DEPT.....	-	-	-	-	272.19	272.19
SPARTAN LAUNCH.....	-	-	-	-	30.00	30.00
SPORT FUND RAISERS.....	476.26	1,197.38	-	(721.12)	7,299.75	6,578.63
STUDENT SENATE.....	-	405.00	-	(405.00)	2,859.83	2,454.83
TECH ED.....	-	-	-	-	17.50	17.50
THE TRIUMVIRATE.....	10,632.80	12,733.47	1,230.00	(870.67)	977.63	106.96
VIRTUAL ENTERPRISE.....	1,318.00	1,339.25	-	(21.25)	86.78	65.53
WISE PROGRAM.....	-	-	-	-	177.50	177.50
WOOD SHOP.....	402.00	-	-	402.00	2,126.22	2,528.22
TOTAL.....	173,045.38	212,379.06	-	(39,333.68)	233,478.26	194,144.58

See independent accountant's report on agreed upon procedures.

BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT
 MONUMENT MOUNTAIN REGIONAL HIGH SCHOOL
 STUDENT ACTIVITY FUNDS
 SCHEDULE OF DISBURSEMENTS BY PAYEE
 FOR THE YEAR ENDED JUNE 30, 2014

Disbursements	Disbursement by Payee	Cumulative Disbursements	Cumulative % of Total
BERKSHIRE HILLS REGIONAL SCHL DIST	34,279.16	34,279.16	16.1%
SUBURBAN TOURS	23,695.69	57,974.85	27.3%
JOSTENS	14,803.93	72,778.78	34.3%
GRIFFIN GREENHOUSE	12,340.90	85,119.68	40.1%
SHAKESPEARE & COMPANY	8,500.00	93,619.68	44.1%
AP EXAMS	7,848.00	101,467.68	47.8%
CRANWELL RESORT	6,560.00	108,027.68	50.9%
BLUE FREEDOM FARM MARKETS	6,072.00	114,099.68	53.7%
WINDY HILL FARM	4,586.33	118,686.01	55.9%
OLDE VILLAGE MONOGRAMMING	4,499.75	123,185.76	58.0%
DAY MOUNTAIN SOUND	4,065.00	127,250.76	59.9%
PAUL GIBBONS	3,715.56	130,966.32	61.7%
BERKSHIRE THEATRE RESOURCES	3,584.06	134,550.38	63.4%
MUSIC THEATRE INTERNATIONAL	3,425.95	137,976.33	65.0%
JACOB'S PILLOW DANCE FESTIVAL	3,250.00	141,226.33	66.5%
NAVIANCE	3,100.27	144,326.60	68.0%
SPRINGFIELD FLORISTS	2,731.88	147,058.48	69.2%
MASSINI BUS CO	2,691.21	149,749.69	70.5%
LINNEA MACE	2,528.71	152,278.40	71.7%
LIVINGSTON TAYLOR	2,500.00	154,778.40	72.9%
MAHAIWE PERFORMING ARTS CENTER	2,460.00	157,238.40	74.0%
GRIMES HORTICULTURE	2,352.79	159,591.19	75.1%
DAN ENGWER	2,131.75	161,722.94	76.1%
KWIK PRINT	2,097.50	163,820.44	77.1%
GREENAGERS	2,086.35	165,906.79	78.1%
WALTERS GARDENS	2,028.20	167,934.99	79.1%
GUIDO'S MARKETPLACE	2,000.32	169,935.31	80.0%
DEERFIELD GREENHOUSE BUILDERS	1,916.50	171,851.81	80.9%
PSAT/MMSQT	1,694.00	173,545.81	81.7%
PARK SEED COMPANY	1,661.99	175,207.80	82.5%
IVY GARTH SEEDS	1,640.19	176,847.99	83.3%
FESTIVALS OF MUSIC	1,586.00	178,433.99	84.0%
MICHAEL POWELL	1,562.75	179,996.74	84.8%
BLUE POINT DESIGN	1,497.45	181,494.19	85.5%
ACTION AMUSEMENTS	1,459.00	182,953.19	86.1%
CENTERPLATE	1,453.00	184,406.19	86.8%
GREAT BARRINGTON BAGEL CO	1,400.00	185,806.19	87.5%
KATHY MORAWIEC	1,271.31	187,077.50	88.1%
TEE SHIRTS TO GO	1,050.00	188,127.50	88.6%
LEADERSHIP EXCHANGE	1,045.00	189,172.50	89.1%
CARR HARDWARE	1,035.20	190,207.70	89.6%
ARCADIAN SHOP	1,028.92	191,236.62	90.0%
HOTFUTBOL	1,000.00	192,236.62	90.5%
WARD'S NURSERY	946.77	193,183.39	91.0%
A M LEONARD	925.96	194,109.35	91.4%
WHIP CITY CANDLE CO	764.00	194,873.35	91.8%
THE BOOKLOFT	757.44	195,630.79	92.1%
HERRINGTON'S	741.35	196,372.14	92.5%
MAHAIWE TENT	680.00	197,052.14	92.8%

SCHEDULE 4

BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT
MONUMENT MOUNTAIN REGIONAL HIGH SCHOOL
STUDENT ACTIVITY FUNDS
SCHEDULE OF DISBURSEMENTS BY PAYEE
FOR THE YEAR ENDED JUNE 30, 2014

<u>Disbursements</u>	<u>Disbursement by Payee</u>	<u>Cumulative Disbursements</u>	<u>Cumulative % of Total</u>
LENOX POLICE DEPT	664.00	197,716.14	93.1%
DJ YETI ENTERPRISES	650.00	198,366.14	93.4%
LAKESHORE LEARNING	642.45	199,008.59	93.7%
REBECAA MARZOTTO	642.04	199,650.63	94.0%
ALTER EGO PHOTO BOOTH CO	625.00	200,275.63	94.3%
WESTERN GROWERS	617.80	200,893.43	94.6%
RHIANNON HAGEN	530.76	201,424.19	94.8%
LOREN DAVINE	500.00	201,924.19	95.1%
ASPIRE FUND RAISING	489.95	202,414.14	95.3%
RON PIAZZA	454.23	202,868.37	95.5%
IMAGE MARKET	453.90	203,322.27	95.7%
REBECCA CAMPETTI	432.10	203,754.37	95.9%
FRED LAGRANT	416.46	204,170.83	96.1%
BARRINGTON STAGE COMPANY	380.00	204,550.83	96.3%
KATHY ROY	367.52	204,918.35	96.5%
THE BERKSHIRE EAGLE	365.00	205,283.35	96.7%
BOLA GRANOLA	360.00	205,643.35	96.8%
JEFF STEVENS	312.61	205,955.96	97.0%
VALLEY DUMPSTER SERVICE	306.07	206,262.03	97.1%
ANNE VOGELWEDE GREEN	300.00	206,562.03	97.3%
MASS FFA ASSOCIATION	300.00	206,862.03	97.4%
COWPOTS	279.79	207,141.82	97.5%
MARCIE VELASCO	261.15	207,402.97	97.7%
FOOD FOREST FARM	253.00	207,655.97	97.8%
BERKSHIRE IMMIGRANT CENTER	250.00	207,905.97	97.9%
C.A.P. INC	238.00	208,143.97	98.0%
DISBURSEMENT OF \$200 OR LESS	4,235.09	212,379.06	100.0%
Total	<u>212,379.06</u>		

COMMENTS RELATED TO INTERNAL ACCOUNTING CONTROLS AND OTHER MATTERS

FINANCIAL ACCOUNTING SYSTEM

Overview:

1. A retired teacher from the District serves as the student activity coordinator (SAC) and maintains a computerized financial accounting system for the high school's various student activity funds.
2. Documentation supporting receipts, disbursements, and banking activity (bank statements, deposit slips, etc.) has been maintained and is available in the athletic office.
3. Records appear to have been maintained in a timely manner and financial reports were readily available to students and or their advisors. We did not determine if students or advisors actually received financial reports.
4. The District's treasurer has control over the savings (money market) account. All receipts are deposited to the savings account.
5. The SAC uses the computerized accounting software to prepare checks, which are signed by the principal.
6. Periodically, the District's treasurer transfers funds from the savings accounts to replenish funds disbursed from the student activity checking accounts.
7. Each month, the SAC prepares a bank reconciliation, which is then forwarded to the District's business manager and treasurer. Financial statements are prepared by the SAC on a monthly basis and are available upon request
8. The student activity accounting system's data base resides on a portable computer, which is in the possession of the SAC. The data is periodically backed up to the District's computer server, which is routinely subjected to backup procedures.

GREENHOUSE (FFA) FUND

Observation: It is our understanding that the SAC has an agreement with the business office that the maximum balance in the Greenhouse (FFA) Fund will be \$25,000, with any excess at the end of the year to be transferred to the District Treasurer and held in a trust account established for this purpose.

	FY2013	FY2014	Amount to be transferred in FY2015
Receipts	\$ 57,990.92	\$ 58,270.30	\$ -
Disbursements	(33,525.05)	(33,813.54)	-
Transfers between funds	(20.00)	261.10	-
Transfers to BHRSD	(19,909.32)	(24,445.87)	(24,717.86)
Net change	4,536.55	271.99	(24,717.86)
Fund balance:			
Beginning of year	44,909.32	49,445.87	49,717.86
End of year	\$ 49,445.87	\$ 49,717.86	\$ 25,000.00

Recommendation: The SAC should transfer funds from the student activity Greenhouse account to the Greenhouse account maintained by the District so as to reduce the fund balance at the start of the new fiscal year to \$25,000.

STUDENT ACTIVITY FINANCIAL STATEMENT

Observation: Financial statements for the student activity funds are prepared by the SAC on a monthly basis and are available upon request

Recommendation: The SAC should routinely provide a copy of the Student Activity Financial statements to both the high school principal and the District's business office.

DORMANT FUNDS

Observation: The following funds had no activity during the fiscal year.

	<u>2014</u>
<u>CLASS FUNDS:</u>	
CLASS OF 2009.	2,917.18
CLASS OF 2011.	4,169.33
<u>GENERAL ACTIVITIES:</u>	
AMNESTY INTERNATIONAL.	29.39
DRAMA.	2,247.36
FOREIGN LANGUAGE DEPT.	890.48
GREEN TEAM.	1,530.01
INDEPENDENT PROJECT.	568.14
MMTV.	22.32
ROOT GARDEN.	2,583.75
SOCIAL STUDIES DEPT.	272.19
SPARTAM LAUNCH.	30.00
TECH ED.	17.50
WISE PROGRAM.	177.50
TOTAL.	<u>15,455.15</u>

Dormant funds can be the source of abuse or misuse if not properly monitored and controlled.

Recommendation: The SAC should work with the principal and student advisors to determine the status of these activities and how the funds will be used. A report should then be provided to the Superintendent and Treasurer describing the proposed disposition of these funds.

(Concluded)