

**CORRECTIVE ACTION PLAN (CAP) TO FISCAL YEAR END JUNE 30, 2023 CURRENT YEAR
FINDINGS AND RECOMMENDATIONS**

Corrective action plan components will be managed by Dr. Rubie Harris, Assistant Superintendent for Finance and Management Services.

Current Year Comments

Calculation of Collateral for Deposits with Financial Institutions

During the current year audit, we noted that the collateral schedule maintained by the District did not reflect the proper coverage amounts. Our test of the collateral pledged, indicated that the bank had the proper coverage in place.

CAP: The District Treasurer will work with The Assistant Superintendent for Finance and Management Services to correct the way in which the collateral schedule is maintained by the District. The District Treasurer will ensure that the District bank balances, offset by the proper amount of FDIC Insurance coverage available, be used to calculate collateral pledged to cover the District's bank deposits in accordance with Board policy.

Implementation Date: Completed by November 30, 2023

Financial Accounting Software Computer Permissions

During the current year audit, we noted that certain individuals have computer permissions to access areas within the financial accounting software package that are not needed to perform their job.

CAP: The Assistant Superintendent for Finance and Management Services will work with the District employees and Information Technology Director to identify what permissions are necessary and remove computer permissions that provide access to areas that are unnecessary to perform their job function.

Implementation Date: Complete by November 30, 2023

Prior Year Comments

Extraclassroom Activity Funds - Transactions

During our current year audit, the auditor noted that in the sample of cash disbursements tested, there were some instances in which the Central Treasurer did not sign the payment order form to provide evidence of their approval in the extraclassroom activity club disbursement process.

CAP: Central Treasurers have been reminded of their roles and responsibilities, which included the importance of signing the payment order form to provide evidence of their approval in the extraclassroom activity club disbursement process. Item completed October 12, 2022. In addition, the district's internal auditor will be providing training to all personnel with assigned roles with respect to extraclassroom activity funds. This training will be completed by November 7, 2022.

Auditor's Update 6/30/2023: During our current year audit, we noted that in the sample of cash disbursements we tested, that the Central Treasurer's signature appeared on payment orders.

Expenditure of Appropriations

During our current year audit, it was noted that there were a few instances of over-expenditure of appropriations, although the overall budget was not over-expended.

CAP: This corrective action will be to continue to monitor appropriations throughout the year so that any potential over expenditure is rectified by year end. Fortunately, the business office does have ongoing oversight of the budget and the amounts noted were not significant.

Auditors Update 6/30/2023: During our current year audit, we did not note over-expenditure of appropriations.