Response Date_____07/19/2018_____

	Findings	Recommendations	Concur Non-Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	2018.01 Mismanagement of Funds Received and Disbursed	principal must hold the recordkeeping staff accountable for ensuring staff members are turning in MTF's with the appropriate supporting documentation as required by the APM prior to performing the verification signature. nal controls must be implemented to ensure that end of year MTF envelopes are sealed and presented to the principal or designee during the year-end check-out process. MTF envelopes must be secured and made available to internal audit upon request. The principal and bookkeeper should due care is exercised to ensure that the disbursement process is fully understood and SFEFs are entirely completed for each disbursement processed.	Concur	All MTFs will be collected from all staff as part of the end of year close out. MTFs will be distributed and collected with every monetary transaction. Disbursement process will be developed and reviewed with all staff during pre service week. Same process will be included in staff handbook. The principal will meet with the account secretary monthly to review MTFs. Disbursement process will be monitored for compliance throughout the school year.	Immediately	Implemented Partially
2.	2018.02 Administration of Voided Checks	bkkeeper must be reminded of the importance of administering checks as required by the APM. All voided checks must have "VOID" written across the face of the check. The signature line must be removed and the voided checks attached to SFEFs or approved Void Check Proof Sheets.	Concur	Checks identified in the audit have been voided as outlined by the APM. Checks will be reviewed by the principal with the account	Immediately	Implemented fully

secretary during monthly financial meetings.

Principal Signature _____

Date ___07 | 30 | 18___