

## **2019-20 Extra Classroom Activity Fund Audit Corrective Action Plan**

### **1. Cash receipts Recommendation:**

All cash receipts be properly completed with supporting documentation and all funds be forwarded to the Central Treasurer with in the required 3 days.

#### **Plan:**

The Central Treasurer in conjunction with the high school principal will meet with all club advisors and student club treasurers annually to go over all required accounting and expectations of how cash receipts are handled. The high school principal will assist in periodic communication to reinforce the required timeframes for cash receipts.

#### **People Responsible:**

High School Principal – Matt Klafhen  
Central Treasurer- Sarah Roblez

#### **Plan Implementation:**

December 1, 2020

### **2. Inactive Club Recommendation:**

Inactive clubs be reviewed and if the club is no longer in existence, the remaining funds be disposed of as prescribed by the Board of Education.

#### **Plan:**

The Central Treasurer, high school principal and District Business administrator will review all inactive clubs annually to determine whether or not funds from the inactive clubs should be liquidated as prescribed by the Board of Education.

#### **People Responsible:**

Business Administrator- Francis Rielly  
High School Principal – Matt Klafhen  
Central Treasurer- Sarah Roblez

#### **Plan Implementation:**

April 1, 2021