



**CORRECTIVE ACTION PLAN**

<i><b>Finding</b></i>	<i><b>Corrective Action</b></i>	<i><b>Responsible Person(s)</b></i>	<i><b>Frequency</b></i>
Monthly bank reconciliations not filed in timely fashion	<ol style="list-style-type: none"> <li>1. Superintendent will sign-off monthly on all bank reconciliations.</li> <li>2. Business Manager provides Superintendent monthly, SDS account activity report with ending balance ensuring ending balance matches bank reconciliation.</li> <li>3. Continue protocol of collecting copies of checks from Chemical Bank as in the past.</li> <li>4. Utilize <i>Business Office Best Practices</i> document.</li> <li>5. Business Manager will have accounts balanced by the 15<sup>th</sup> of the following month.</li> <li>6. Sarah Glann or Vickie Richardson will review bank reconciliations on a monthly basis</li> </ol>	<ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2. Business Manger Superintendent</li> <li>3. Accounts Payable Clerk</li> <li>4. Business Manager Payroll/Benefits Clerk Accounts Payable Clerk</li> <li>5. Business Manager</li> <li>6. Sarah Glann / Vickie Richardson</li> </ol>	<ol style="list-style-type: none"> <li>1. Monthly</li> <li>2. Monthly</li> <li>3. Monthly</li> <li>4. Continuously</li> <li>5. Monthly</li> <li>6. Monthly</li> </ol>
Significant overages of general fund accounts	<ol style="list-style-type: none"> <li>1. Quarterly meetings will take place between the Business Manager and the Department Heads to ensure that budgets are reasonable and accurate</li> <li>2. Business Manager will review monthly expenditures and revenues compared to budget lines</li> </ol>	<ol style="list-style-type: none"> <li>1. Business Manager Department Heads</li> <li>2. Business Manager</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly</li> <li>2. Monthly</li> </ol>
Inaccurate financial reporting	<ol style="list-style-type: none"> <li>1. Business Manager will ensure that revenues drawn down for a program will not exceed the expenditures, furthermore, he will ensure that the expenditures and accurate and applicable to the program.</li> </ol>	<ol style="list-style-type: none"> <li>1. Business Manager</li> </ol>	<ol style="list-style-type: none"> <li>1. Continuously</li> </ol>