Corrective Action

Period ending June 30, 2017

Approved by Board of Education December 6, 2017

Prior Year’s Comments

- **Computer System User Rights**
  As recommended, District user rights have been updated: the senior payroll clerk no longer has permissions to set up new employees; and this function is now restricted to the Personnel Department. The District will continue to review audit trail reports and payroll reports and document those reviews.

- **Disaster Recovery Plan**
  As recommended, the District developed a written Disaster Recovery Plan which was formally adopted by the Board of Education in August 2017. The Plan will be updated as necessary.

- **Extracurricular Activity Funds**
  The District will continue to provide training and guidance to faculty advisors responsible for these activities. As recommended the importance of student involvement in the financial activities will be stressed.

- **School Lunch Fund Operating Deficit**
  The Director of Cafeteria Services closely monitored sales and eliminated waste to cut food costs. Staying within the restrictive menu requirements, more attractive items were added to the menu. The District received additional aid in 2016-17 through joining the Federal and State Breakfast Programs. The District will continue to monitor the program and determine whether participation in the National School Lunch Program is viable.

Current Year’s Comments

- **Bank Reconciliations**
  As recommended, Business Office personnel together with the District Treasurer will resolve differences on bank reconciliations. For improved accuracy and efficiency, the nVision Bank Reconciliation Module will be utilized.
Positive Pay
As recommended, to strengthen fraud protection the Positive Pay feature will be added to all District bank accounts.

Reserve fund Policy
The District will update the Workers’ Compensation Reserve Policy to reflect that interest may accrue to the reserve beyond the established funding level.

The Corrective Action Plan was approved by the Board of Education, at the December 6, 2017 meeting.

Bank Reconciliations – utilization of the nVision module is anticipated for January 2018. Positive Pay – has been added to all bank accounts but one, which is anticipated to be added in February 2018. Reserve Fund Policy – will be updated for the February 2018 Board meeting.