

2020-2021 INTERNAL AUDIT RISK ASSESSMENT

ACTION PLAN

<i>Number</i>	<i>Comment</i>	<i>Response and Implementation Date</i>
<u>Extraclassroom Activity Funds</u>		
1	The District should adopt a formal policy to define the procedures and rules to be followed with regard to the custodial responsibilities and operations within the extraclassroom activity funds function.	The district will prepare and adopt a formal procedures manual at the May 26th Board of Education meeting. Status: Completed May 2021.
2	QuickBooks software does not need to be updated annually.	Currently the QuickBooks software is updated on an as-needed basis, not annually. Status: Completed.
3	The preparation and recording of deposits, disbursements and bank reconciliations are all handled by the students accounts treasurer.	The district treasurer monitors the activity in the extraclassroom account monthly and conducts periodic reviews. Status: Completed.
<u>Reporting of Employee Absences - Substitute Hiring</u>		
4	The AESOP database should be continuously reviewed to identify those individuals no longer responding or being considered as substitutes in order to purge these individuals from the AESOP system and the Finance Manager database. This will prevent these persons from accessing the system or being paid through payroll in error.	As needed and at least annually, the AESOP coordinator adds and removes substitutes from the system. Substitutes cannot be paid erroneously as substitute pay is processed based on a monthly output report from the system. Status: Completed.