



**2019-2020 AUDIT MANAGEMENT REPORT  
ACTION PLAN**

**CURRENT YEAR RECOMMENDATIONS**

<b><i>Number</i></b>	<b><i>Comment</i></b>	<b><i>Response and Implementation Date</i></b>
<b>1</b>	<b>User Permissions</b> <i>User permissions for employees should be reviewed and updated to include only permissions for active users.</i>	The district is aware that user permissions need to be reviewed and updated to include only permissions for active users.  <i>Implementation:</i> The District will complete its review of user permissions and update for only active users by September 30, 2020. Going forward, the district will perform an annual review of user permissions.

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**PRIOR YEAR RECOMMENDATIONS**

<b><i>Number</i></b>	<b><i>Comment</i></b>	<b><i>Response and Implementation Date</i></b>
<b>1</b>	<b>Extra Classroom Activity Funds</b> <i>Extra Classroom activity funds should be deposited on a timely basis.</i>	Club and other advisors normally hold checks until they have received funds from each student. While the student accounts Treasurer deposits these checks within 48 hours of receipt, the dates of the checks often precede the deposit date by more than the two day suggested deposit timeline.  <i>Implementation:</i> The student accounts Treasurer will instruct the club and other advisors to give him their checks as soon as possible in order to minimize the gap between check dates and deposit dates.

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