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Richard Stutzman, *Interim Assistant Superintendent for Finance*

To: Timothy Terranova, Superintendent of Schools
From: Richard Stutzman, Interim Assistant Superintendent for Finance
Re: Corrective Action Plan
Date: September 21, 2020

A handwritten signature in black ink, appearing to be "R. Stutzman", enclosed within a circular scribble.

What follows is the Corrective Action Plan related to one item cited in the Management Letter accompanying the financial audit for the 2019-2020 school year:

Finding: Payroll – The District processed transactions for lifeguards and pool supervisors through payroll, however, the expenditures are not charged to a payroll code.

Corrective Action: New payroll budget codes have been established and the previously used budget codes have been inactivated.

Responsibility: Interim Assistant Superintendent for Finance, District Treasurer

Completion Date: Completed 9/14/2020

Please do not hesitate to advise me of any questions or concerns related to this memo.