

CORRECTIVE ACTION PLAN 2016-2017

Response of the School Business Administrator/Board Secretary to recommendation of the auditor:

1. 2017 – 01 Recommendation:

That formal policies be developed to reconcile amounts billed for Non-Public Chapter 192/193 and IDEA services to budget line items being charged for employees performing these services.

Response:

In Non-Public Chapter 192/193 services and IDEA services, a policy will be implemented to reconcile the line items being charged with actual employees performing these services on a monthly basis. The School Business Administrator/Board Secretary will oversee this policy. Any discrepancies will be reported to the Superintendent.

2. 2017 – 01 Recommendation:

That formal policies be developed to facilitate the timely collection or cancellation of accounts receivable balances.

Response:

A policy will be implemented to have the School Business Administrator/Board Secretary, Assistant Board Secretary and Accounts Receivable Coordinator meet monthly to review accounts receivable. Different strategies will be employed to facilitate payment of accounts receivable or cancel uncollectible accounts.