

**Corrective Action Plan in Response to Nawrocki Smith LLP  
Internal Audit of Transportation for the 2022-23 school year**

Audit Finding	Detailed Finding	Recommendation	Responsible Party	Date Implemented
<b>Absence of a Departmental Procedure Manual</b>	There is no evidence that supports using a Departmental Procedural manual.	Utilize the narratives within the report to prepare a departmental process manual including budgeting, contract management, accounts payable, bus routing & student eligibility procedures.	Supervisor of Transportation	Ongoing