
INTEROFFICE MEMORANDUM

TO: LAUREN FRENCH, SUPERINTENDENT
FROM: CAROL LASALA, BUSINESS MANAGER *Carol*
SUBJECT: CORRECTIVE ACTION PLAN FOR INTERNAL AUDIT 06/30/2018
DATE: AUGUST 28, 2018
CC: BOARD OF EDUCATION

Please consider this memorandum as the Corrective Action Plan for the June 30, 2018 Internal Audit report.

Recommendations:

Fixed Assets: We recommend that the District perform a physical inventory or inspection of fixed assets once a year going forward.

- The District will perform an annual physical inventory starting with the 2018-19 school year.

Purchasing and Expenditures: Using purchase orders to ensure that purchase are properly approved and the best prices are obtained prior to a purchase.

- The District does utilize purchase orders. All departments will be reminded the requirement to utilize purchase orders and the importance of the purchase order to ensure purchases are properly approved prior to the purchase.

Student Services: School Lunch Program: We recommend that the District continue reviewing written applications from student's parent or guardian and to contact them with any questions if the application is not completed or legible.

- The District will contact a student's parent or guardian when there are questions concerning the application.

Thank you for your time and attention to this matter.