

GRAY ITEMS ARE CLOSED.				
Area	Finding	Explanation/Corrective Action	Due Date	Status
Extra Classroom Accounts	For 2 out of the 33 disbursements tested, there was no sales tax paid on the purchase.	All disbursements should be monitored regularly to ensure all disbursements are in compliance with sales tax regulations.	June 1, 2024	The District Treasurer will send a memo to the respective building principal as well as speak to the appropriate parties regarding the expectations as mentioned by our auditors. The District Treasurer will re-emphasize the situations when sales tax should, or should not be paid.
Extra Classroom Accounts	For 1 out of the 32 cash receipts tested, there was insufficient supporting documentation to substantiate the source of funds received.	All receipts should be monitored and reviewed for proper supporting documentation to substantiate cash receipt amounts.	June 1, 2024	The District Treasurer will send a memo to the respective building principal as well as all club advisors regarding the required documentation for funds being received. The District Treasurer will review supporting documentation to substantiate the source of funds received for all extraclassroom activity accounts. The Central Treasurer will ensure all receipts are monitored and reviewed for proper supporting documentation to substantiate cash receipt amounts.
Extra Classroom Accounts	We noted that the Birchwood Elementary School's extra classroom activity fund overspent their available cash balance by \$11 as of June 20, 2023.	The extraclassroom activity treasurers must closely monitor their cash accounts and bank reconciliations throughout the year to ensure that available funds are not overspent on a club by club basis.	June 1, 2024	The District Treasurer will send a memo to the respective building principal as well as all building Central Treasurers regarding the policies for extra classroom activity funds, specifically expenditures. The District Treasurer will ensure the extraclassroom activity treasurers closely monitor their cash accounts and bank reconciliations throughout the year to ensure that available funds are not overspent on a club by club basis. The District Treasurer currently reviews extra classroom activity fund expenditures/budgets for reconciliation purposes.