

CLARINDA COMMUNITY SCHOOL DISTRICT

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Corrective Action Plan

Section A: Current Procedures

- a. It was the ATR that was filed late (specifically the Student Count Section).
- b. The Transportation Director fills out the report using the District's vehicle log sheets before the September 15 deadline. Upon completion, the Director of Finance certifies the report along with the SES and CAR. Unfortunately, this year the Transportation Director realized after certification, he had entered students per week instead of per day. On September 18 Tom Simpson was asked to reopen the ATR so the correct data could be entered. Within ten minutes of the ATR being reopened, the correct data was entered and the ATR was recertified.

Section B: Procedures to Implement/Strength/Enforce

- a/b. The drivers will continue to log the mileage of each trip and the reason. The drivers will continue to record the number of students (route and shuttle) of each trip. The Transportation Director will continue to record the mileage and student count each month in a spreadsheet from the log sheets. At the end of the fiscal year, the Transportation Director will continue to enter the collected mileage and student count into the ATR report and will double check the data as it is entered, along with comparing the entered date with prior fiscal years' data. The Transportation Director will also continue to update the Vehicle Information System (VIS) as new vehicles are added to the fleet or old vehicles are retired from the fleet. The Director of Finance and Superintendent will double check the entered data.
- c. The Director of Finance and Superintendent will check in with the Director of Transportation throughout July, August, and September to ensure the data is getting entered timely and correctly along with comparing from prior fiscal years. If the Transportation Director is not available, the Director of Finance or the Payroll Clerk will be able to step in and finish the ATR report on a timely manner. The Superintendent will oversee the work.
- d. The past three audits findings:

FY21

Internal Control Deficiency/Segregation of Duties

Response – We will continue to review procedures to obtain the best control possible. As a resource we will use the source “Segregation of Financial Duties in the Smaller Public School to Improve Financial Controls,” a tool developed by the IASBO. We plan to review and create a business office procedure manual for

the district. This will list proper procedures for cash, revenues, expenditures, requisitions, reconciliations, etc.

Certified Budget – Expenditures for the year ended June 30, 2021 exceeded the amended budget amounts in the instruction function.

Response – The District will continue to monitor the budget throughout the year and make amendments as needed so the budget is not exceeded in any of the four areas.

Board Minutes – We noted no transactions requiring Board approval which have not been approved by the Board. However, we noted the minutes did not include all the approved District depositories and their respective limits.

Response – Board minutes dealing with depository of public funds for a public body shall be by written resolution or order that shall be entered of record in the minutes of the maximum amount that may be kept on deposit in each depository. This was done correctly at the November 2021 Board meeting.

Certified Enrollment – We noted the enrollment data certified to the Iowa Department of Education was overstated by 1 student.

Response – The District's auditors will contact the Iowa Department of Education and the Iowa Department of Management to resolve this matter.

Board Policies – We noted during our auditor instances of District Board policies which do not appear to have been reviewed and/or updated within the past five years.

Response – The Board will begin a process where the official Board policies will be reviewed and updated within 5 years as required.

Student Activity Fund – During our audit we noted the Tennis Club account within the Student Activity Fund appears to have been inactive for the past two years. We also noted the class of 2020 account still had a balance remaining as of June 30, 2021.

Response – The District will review all accounts to determine if they are still active and if they are not the accounts will be closed out to other groups within the Student Activity Fund per the direction of the District's Board of Directors.

FY22

Internal Control Deficiency/Segregation of Duties

Response – For FY23, the District is working to separate duties so two people are part of the deposits, receipts, disbursements, and account systems. Ex: one will do the deposit and the other will enter into Software Unlimited. One will enter the invoices into Software Unlimited and the other will print checks.

Certified Enrollment – We noted the enrollment data certified to the Iowa Department of Education was overstated by 1.87 students.

Response – The District's auditors will contact the Iowa Department of Education and the Iowa Department of Management to resolve this matter.

Supplementary Weighting – We noted the supplementary weighting data certified to the Iowa Department of Education was overstated by 0.782.

Response – The District’s auditors will contact the Iowa Department of Education and the Iowa Department of Management to resolve this matter.

Student Activity Fund – *Graduated Class Accounts*: We noted the Class of 2020 and Class of 2021 accounts had balances remaining as of June 30, 2022.

Response – The District spent the remaining balances of the class accounts in FY23 with Board approval. The District will work with class sponsors and Activities Director to help future classes spend its balance before they graduate.

Student Activity Fund – *Inactive Accounts*: We noted the Weightlifting Club account has been inactive for the past two years.

Response – The District will check the account and group for activity. If it is found to be inactive, Board approval will be requested to close it.

FY23

Internal Control Deficiency/Segregation of Duties

Response – The working plan is for one person to deposit money, one person to enter receipts into Software, and one person to reconcile the bank statements. Accounts Payable – we have a chain of approval for requisitions – building Principal, Superintendent, Director of Finance, and Accounts Payable Clerk.

Certified Budget – Expenditures for the year ended June 30, 2023 exceeded the amended certified budget amounts in the non-instructional programs functional area.

Response – The budget was amended but the non-instructional line incurred more expenses than anticipated. The district will work on watching the accounts for future amendments.

Certified Enrollment – We noted the enrollment data certified to the Iowa Department of Education was overstated by 1 student.

Response – The District’s auditors will contact the Iowa Department of Education and the Iowa Department of Management to resolve this matter.

Supplementary Weighting - We noted the supplementary weighting data certified to the Iowa Department of Education was overstated by 0.023.

Response – The District’s auditors will contact the Iowa Department of Education and the Iowa Department of Management to resolve this matter.

Student Activity Fund – *Inactive Accounts*: We noted the Weightlifting Club account has been inactive for the past two years.

Response – This fund balance is scheduled for the June 26 Board meeting for approval of moving the balance to the Football Fund.

Financial Condition – At June 30, 2023, the District had five deficit accounts within the Student Activity Fund with a combined deficit unassigned balance of \$57,320.

Response – The Superintendent and Director of Finance will work with the Activity Director on fundraising and incurring fewer expenses.