

Corrective Action Response

Write your corrective action plan and attach it to your email response to Patricia Siribouth, Program Fiscal Manager/Internal Auditor with Office of Internal Auditing at ade.internalauditing@arkansas.gov. If you have any questions on how to complete the form, please contact Patricia Siribouth at (501) 682-4488.

Name of Entity/LEA #: ABC School District/12345678

Date: February 4, 2020

Name of Person Completing Report: Bob Roberts, Superintendent/Sally Doe, General Business Manager

Finding	Action Taken/Who	When	Supporting Documents	ADE Office Only: Accepted
<p>Example:</p> <p>2018-001 Title I – Matching, Level of Effort, Earmarking</p>	<p>Example:</p> <p>The Title I Coordinator, Jane Doe, and the General Business Manager, Susie Clark, are reviewing all actual contracts that pertain to Title I paid employees at the beginning of the school year and every two months for any new employees. They will review to see if any of the employees have stipends within their contracts.</p>	<p>Example:</p> <p>We implemented on July 1, 2019</p>	<p>Example:</p> <p>Employee Contracts</p>	<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No Date: _____
<p>Example:</p> <p>2019-001 Title I – Matching, Level of Effort, Earmarking</p>	<p>Example:</p> <p>The Title I Coordinator, Jane Doe, and the General Business Manager, Susie Clark, did review contracts; however, an employee began in December 2018 following the review during that month and was overlooked. Their review will be conducted at the end of each month to ensure that each contract is reviewed.</p>	<p>Example:</p> <p>We implemented on July 1, 2019</p>	<p>Example:</p> <p>Employee Contracts</p>	<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No Date: _____
<p>Example:</p> <p>2019-002 Title I – Allowable Costs/Cost Principles</p>	<p>Example:</p> <p>District personnel has implemented a new procedure for tracking employee contracts. Each quarter, a payroll report is generated by the Payroll Clerk identifying persons receiving salary from the District. This report is provided to a staff bookkeeper who verifies each person on the report has a signed contact in District “Employee Contract” binder. The missing contracts are identified and the information</p>	<p>Example:</p> <p>This procedure was put in place during August 2019 and resulted in the identification of several district</p>	<p>Example:</p> <p>Payroll report; “Employee Contract” binder</p>	<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No Date: _____

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	<p>is provided to the General Business Manager for review. After review, the General Business Manager generates contacts for the employees identified. This information is forwarded to the Human Resources Manager, who makes contact with the employees and arranges a time to secure signatures. After obtaining signatures, the contracts are added to the binder and the final report is submitted to the General Business Manager for review. Discrepancies are addressed at that point by the General Business Manager with correspondence to appropriate department/building level personnel.</p>	<p>employees working without a signed contract in place. After the first application of this process, the number of missing contracts is down to 8 total district wide. District personnel will apply this process again on 10/1/2019, 1/1/2020, and 4/1/2020.</p>		
				<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No Date: _____

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				<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No Date: _____
				<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No Date: _____

Superintendent's Signature

Date of Completion

District Treasurer's/General Business Manager Signature

Date of Completion