





4.	<u>2020.04 Lack of Drop Safe to Secure Funds Awaiting Deposit</u>	<p>The principal or financial recordkeeping staff should coordinate with the Office of the Chief Financial Officer to determine the most efficient way to obtain and install a drop-safe for the 2020-21 school year.</p>	Partially Concur	<p>The school was not provided with a drop safe when built. The principal and financial record keeping staff have requested multiple times over the years for the installation of a drop safe. In lieu of a drop safe, funds are secured in a locked file cabinet in the school's vault.</p> <p>In Fall 2019, a survey was completed by the financial recordkeeping staff informing that we are still in need of a drop safe.</p> <p>In June 2020, the principal spoke with Kristy Miller to inquire further about the process of securing the equipment so it is in place for SY 2020-21. We are on a listing and the process is moving forward regarding securing of vendors, etc.</p>	June 2020 Additional Inquiry made	Partially Implemented (The inquiry has been made)
5.	<u>2020.05 Administration of Voided Checks</u>	<p>The financial recordkeeping staff should immediately begin to deface all voided checks. The principal should provide oversight to this process.</p>	Concur	<p>Though voided checks were indicated as such by the writing of "void" on them and the removal of account numbers, the financial recordkeeping staff will further deface all voided checks by the removal of the signature line. The principal will review all voided checks to ensure this process is implemented.</p>	June 2020	Implemented

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

**Principal Signature**\_\_\_\_\_

**Date**\_\_\_\_\_