

Burlington Public Schools

Action Plan for Student Activity Audit Ending 6/30/2017

Fall/Winter 2017

- Present School Committee with draft policy for discussion/revision/approval.
- Present School Committee with the following for approval:
 - List of currently open inactive High School Student Activity Accounts to be closed (as presented on page 9 of the audit report) and make recommendation on disposal of each in conformity with newly adopted School Committee policy.
 - List of currently open active High School Student Activity Accounts. List will include balances, as well as the purpose of each account.

This is to establish a list of accounts that has been approved by School Committee, in accordance with the Policy.

Spring 2018

- Group training in April (mandatory for all staff involved with Student Activity Accounts) held by Roselli, Clark & Associates.
- Close all bank accounts not currently set up properly, and set up the appropriate checking and agency account for each school. *Needs to be completed before teachers leave for the summer.
- Present to School Committee for approval all student activity accounts to be established at Middle and Elementary schools.

Summer 2018

- High School conversion to new QuickBooks software/setup.
- Prepare a FAQ/fact sheet for staff involved with Student Activities to use as reference.

Fall 2018

- 1:1 training/setup for each school - performed by Finance Manager.
- Administer every school's student activity accounts in accordance with the new regulations for the 2018-2019 school year.

Winter 2019

- Provide 1:1 training/assistance as requested throughout the year.

Spring/Summer 2019

- Complete a full audit of activities at the conclusion of the 2018-2019 school year.