

Craig City School District

Corrective Action Plan

June 30, 2024

**Financial Statement Findings**

**Finding 2024-001:**

**Lack of Internal Controls over Payroll**

**Name of Contact Person:**

**Melinda Bass**

**Corrective Action Plan:**

**All contracts and payroll authorizations for both certified and classified staff will be processed digitally through AdobeSign and/or Tyler School ERP Pro Software, then uploaded immediately upon receiving required signatures.**

**Proposed Completion Date:**

**Finding 2023-002:**

**Financial Reporting and Year End Close**

**Name of Contact Person:**

**Melinda Bass**

**Corrective Action Plan:**

**CCSD has ensured that staff involved with audit preparation will not use vacation days during the time period of audit preparation. CCSD has also contracted the services of additional support when needed from another Alaska school district Business Manager who is very familiar with the same accounting software used by CCSD.**

**Reconciliations for grants, accounts payable, accounts receivable, inventory, PERS/TRS On-Behalf, City In-Kind, etc will be completed prior to the review stage of audit.**

**Proposed Completion Date:**

**July 31<sup>st</sup>, 2025**