

ACTION PLAN FOR FINANCE

YEAR: 2011-2012

- I. By February, 2012 the finance department will determine the need for a budget amendment to reflect actual amounts received in local revenues for the current fiscal year.

Related to Strategic Plan

Goal #13: Secure financial resources necessary to achieve our goals and use the best management information practices to ensure fiscal responsibility.

<u>Tasks</u>	<u>Person(s) Responsible</u>	<u>Target Date</u>
1. Evaluate year to date receipts to determine if they are in line with the budgeted amounts.	Lusk-Smith	February
2. Increase or decrease the budgeted amounts to reflect actual receipts.	Lusk-Smith	February
3. Determine any necessary adjustments to expenditures based on revenue streams.	Lusk-Smith	February

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II. By January, 2012 the finance department will propose budget amendments to reflect any projects scheduled for the capital outlay fund.

Related to Strategic Plan

Goal #13: Secure financial resources necessary to achieve our goals and use the best management information practices to ensure fiscal responsibility.

<u>Tasks</u>	<u>Person(s) Responsible</u>	<u>Target Date</u>
1. Determine state and local revenue streams that will be available and assign to correct projects.	Lusk-Smith	January
2. Work with Ken Key to determine the course of action to be taken for each project.	Lusk-Smith	January
3. Prepare budget amendments for the January submission to the state to reflect any additions to revenues and expenditures based on available balances or new revenue streams.	Lusk-Smith	January

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III. By February, 2012 the finance department will communicate and train staff concerning recommendations and findings provided by the annual audit.

Related to Strategic Plan

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<u>Tasks</u>	<u>Person(s) Responsible</u>	<u>Target Date</u>
1. Discuss with auditors preliminary findings and recommendations discovered in the auditing process.	Lusk-Smith	January
2. Prepare new procedures and any documents necessary to correct recommendation or finding.	Lusk-Smith	January/February
3. Discuss and review recommendations with Principals and bookkeepers at each school.	Lusk-Smith	February
4. Provide any necessary training to implement new procedures.	Lusk-Smith/Stephenson	February/March
5. Periodic internal audits to document new procedures are being followed on a timely basis.	Stephenson	On going