

Internal Account Audits
Responding to Audit Findings
(AKA- Corrective Action Plan)

1. Use the School's letterhead or District letterhead to format the letter
2. Identify the audit finding on the letter (re-type the finding)
3. Include a response on how you plan to correct the finding, directly under the audit finding.
 - a. **EXAMPLE:**
FINDING: Sales tax was not paid for a fundraiser in which Holiday Shop supplies were bought a resold.
CORRECTIVE ACTION: The Bookkeeper will ensure that the sales tax is paid when items are purchased for resale by paying the sales tax in advance (on the items) or charging sales tax on the items sold. The Bookkeeper will remind the club treasurer when the fundraising application is approved by the Principal.
4. Have the Bookkeeper and Principal sign the letter.
5. Submit PDF/scanned copy of the letter to Finance Department.
 - a. This can be submitted as soon as your audit findings are presented to your site.
 - b. Send the letter to kimberly.albritton@stlucieschools.org