

**Corrective Action Plan Summary
Status / Resolutions
For Extra Classroom Activity Funds Audit – June 30, 2021**

The following summarizes the status of all the audit comments from the 2020-21 Extra Classroom audit. Items that have been completed are in gray and items that are considered “in-process” comments are in yellow.

	Audit Review Comment	Source	Assigned to	Target Date for Completion	Date Completed	Status/Resolution
1.	Receipt - Our examination revealed one instance in the Brighton High School Crossroads Club and one instance in the Twelve Corners Middle School Show Choir of untimely deposits.	Extra Class Audit	Faculty Advisors/Central Treasurer	Completed		The Central Treasurer will continue to recommend to Faculty Advisors that deposits must be submitted within three business days of receipt.
2.	Inactive Clubs – BHS Anime Club, BHS Asian Student Association, BHS Bremen Exchange, BHS Chess Club, BHS Concert Choir, BHS Crazy Pitches, BHS Fishing Club, BHS German Club, BHS Israel Exchange, BHS Kick Cancer’s Butt-On, BHS Lorax Club, BHS Mock Trial, BHS Mosaic Club, BHS Muslim Student Association, BHS Natural Helpers, TCMS Foreign Language Club, TCMS Student Council, TCMS Student Store, TCMS Vermont Trip, TCMS Washington Trip were financially inactive during 2020-2021.	Extra Class Audit	Chief Faculty Advisor/Central Treasurer	June 30, 2023		Financial activity for all clubs is reviewed in the spring by the Central Treasurer. The faculty advisor for any club showing financial inactivity for the previous year is contacted. In cases where the advisor plans activity for the upcoming year the club remains open. If after two years there is still no activity, the clubs’ financial account will be closed by June 30, 2023.