

## Monte Del Sol Corrective Action Plan (CAP) for FY2024 Audit

| Proposed Plan Due: May 9, 2025   |  |  |                         |
|--|--|--|-------------------------|
| FY24 Audit Finding   | Action Steps   | Documents Submitted in Epicenter   | Due Date                |
| 2024-001, Financial Close and Reporting, Repeat, 2018-001, Material Weakness | Creating and adopting strong financial policies and procedures. Implementation to occur by June 30, 2025.  | <p>The GC reviews these annually usually. We can have them review them twice a year so we can continue to make any changes that are needed. The current policies that the school is using have been approved by the auditor.</p> <p>List of all unpaid bills and outstanding RfRs, and any anticipated receivables not received, as of June 30, 2025</p> | June 30, 2025           |
| 2024-002, Budgetary Compliance, Repeat, 2019-003, Significant Deficiency     | Monthly the function/object code is reviewed and compared to the projected budget in OMBS based on actuals to budget, at this time a determination can be made as to whether a BAR is necessary and the goal to ensure that the fund is not negative and funds have been budgeted prior to being expended, if an action needs to occur such as a budget transfer BAR (within fund) or a maintenance BAR these are prepared by Axiom and Prepared for the Finance and GC to review and approve at monthly meeting | <p>A Budget to Actuals report is submitted to the GC monthly. We will also provide this in Epicenter quarterly when we close each quarter, to show how we are tracking to budget authority.</p> <p>Upload PED quarterly report to review. Submit Actuals to GC monthly. Quarterly review disallowed rfRs to catch incorrect fund code.</p>               | Quarterly;<br>7/31/2025 |

## Monte Del Sol Corrective Action Plan (CAP) for FY2024 Audit

| Proposed Plan Due: May 9, 2025  |  |   |  |
|---|--|---|--|
| FY24 Audit Finding  | Action Steps   | Documents Submitted in Epicenter  | Due Date   |
| 2024-003, Revenues & Receivables, Repeat 2023-003, Material Weakness  | Revenue is recorded only when earned & supported by appropriate documentation. Each month a cash receipts file is uploaded with the appropriate documentation of the receipt to trace, verify, check and confirm that revenue is being coded correctly in the chart of accounts. Each month during finance committee meetings, samples are selected of expenditures and payments to match, verify and check this is occurring, trial balance is also reviewed along with the bank reconciliation | <p>The GC is provided with a bank rec and balance sheet each month. We will upload these financial reports along with a matching TB each quarter to epicenter.</p> <p>Upload a copy of a quarterly cash receipts journal (quarterly revenue and expenditure report) and a copy of a sample rfr entry to ensure that they have been posted to the correct funds.</p> | Quarterly;<br>6/30/2025  |
| 2024-004 Late Audit, Repeat, repeat 2023-004, Material Non compliance | Establish end of year systems in the business office at the school to keep all files and record organized so they can be easily accessed for the audit by 6/30/25.   | <p>99% of the materials for the school are now on our cloud based system. We will share links to these systems with a member from CSD, so they can review proper documentation and files.</p> <p>Assurance from the audit committee of the timeliness of document request.</p>  | Once a link is shared it can be used at anytime to review materials. |
| 2024-005 Internal Controls, repeat 2023-005, Material Weakness        | School's business office uploads each cash receipts to a cloud based storage where axiom team has access in order to close out monthly cash receipts and reconcile bank statement  | <p>We received this documentation from the school monthly. We will submit the links to our BOX drive, cloud based file system, to Epicenter so that all cash receipt files can be reviewed by CSD and the PEC.</p> <p>Assurance from the audit committee of the timeliness of document request.</p>   | Once a link is shared it can be used at anytime to review materials. |

| Monte Del Sol Corrective Action Plan (CAP) for FY2024 Audit |   |   |                                      |
|---|---|---|--------------------------------------|
| Proposed Plan Due: May 9, 2025                              |   |   |                                      |
| FY24 Audit Finding  | Action Steps  | Documents Submitted in Epicenter  | Due Date                             |
| 2024-006 Cash & Investments, Other Matter                   | Each month a bank reconciliation is done and the GC reviews and approves at the monthly board meeting.                                  | We will provide a link to CSD for all monthly bank recs that the GC reviews and approves. These can be reviewed at anytime. Submit the monthly GC minutes as a record of the board meeting.   | Monthly;<br>5/31/2025,<br>06/30/2025 |
| 2024-007 Internal Controls, Significant Deficiency          | Establish systems in the business office at the school to keep files organized so they can be easily accessed for the audit by 6/30/25. | 99% of the materials for the school are now on our cloud based system. We will share links to these systems with a member from CSD, so they can review proper documentation and files.<br><br>Submit an assurance from the business manager that all files are readily available. | 06/30/2025                           |

## Monte Del Sol Corrective Action Plan (CAP) for FY2024 Audit

| Proposed Plan Due: May 9, 2025                            |   |  |                          |
|---|---|--|--------------------------|
| FY24 Audit Finding  | Action Steps  | Documents Submitted in Epicenter   | Due Date                 |
| 2024-008 Other Noncompliance, Procurement                 | Utilize professional procurement entity such as ACES, CES, or Statewide Price agreements to do procurements going forward                           | <p>As the year progresses and we need contracts over 60k we will upload our procurement contracts to Epicenter</p> <p>Monitor current year spending to vendors. When you are approaching 60K an RFP needs to be immediately done. Need to enact a process that will facilitate an RFP process in the 4th quarter of the current year for the subsequent year.</p> <p>If there is no vendor identified that will cross the threshold, submit an assurance to that fact. If it looks likely that the 60K threshold will be crossed, identify the process that will be utilized for establishing the RFP.</p> | 06/30/2025               |
| 2024-009 Material Weakness, Payroll & related liabilities | All payroll is run through the school's third-party payroll system and files are kept by the school's business office and the business manager firm | <p>We will provide a link to CSD to BOX where all RH, ERB, 941, etc forms can be found to show that everything has been filed and reported.</p> <p>Establish a reconciliation process of benefit reporting and payments are equal so that the general ledger reflects the same amounts.</p>  | Quarterly;<br>07/01/2025 |

## Monte Del Sol Corrective Action Plan (CAP) for FY2024 Audit

| Proposed Plan Due: May 9, 2025                |   |  |  |
|---|---|--|--|
| FY24 Audit Finding                            | Action Steps  | Documents Submitted in Epicenter   | Due Date   |
| 2024-010 Material Weakness, Capital Assets    | Establish sufficient internal controls around capital assets                            | We will submit the depreciation schedule from the FY25 audit as a starting point for CSD to review. Once additional capital assets are acquired by the school, we will add them to this schedule. This will be on the cloud and something we will have a link in epicenter so that they can be reviewed at anytime.                      | Quarterly;<br>07/31/2025;<br>09/30/2025;<br>12/31/2025 |
| 2024-011 Material Weakness, Internal Controls | Establish systems in the software with payroll to ensure JEs balance by fund by 6/30/25 | We can upload a sample of JEs each quarter for CSD to review. The system has now been programed to only allow balanced JEs to be posted.<br><br>The audit committee should sample journal entries and a report from the software to ensure that the journal entry has been properly balanced by the software (within the first quarter). | Quarterly;<br>07/31/2025                               |