



**Internal Audit Report
The Center School
September 1, 2017 – April 30, 2018**

Management Response from Center School

1) Cash Handling

The Administrative Secretary, Registrar & Fiscal Clerk will engage in professional development training to learn how to use the District's electronic monitoring system for all cash handling and receipting requirements for both the General Fund and the ASB fund. The Audit Recommendation will be adhered to as noted in the report for fund collections and deposits for all collected monies – General and ASB.

2) Student Records

The Administrative Secretary, Registrar & Fiscal Clerk will review the recommendations for immediate adherence in terms of record destruction guidelines, central area access for restraining orders, removal and separate filing of documents with confidential and medical information, review of files for transfer students, completion annual District's Retention and Destruction log by June 29, 2018, and allow only authorized and designated staff to file documents in student files.

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