

FINANCIAL MANAGEMENT ACTION PLAN

School: Redland MS – 562

Principal: Everett Davis

Fiscal Year: 2018

OSSI

Associate Superintendent: Darryl Williams

OSSI

Director: Mike Zarchin

Strategic Improvement Focus:

As noted in the financial audit for the period 3/1/2016-8/31/2017, strategic improvements are required in the following business processes :

Action Steps	Person(s) Responsible	Resources Needed	Monitoring Tools / Data Points	Monitoring: Who & When	Results/Evidence
Sponsor's will be required to sign form 281-46. This will be addressed with staff at the next financial review meeting.	Mrs. Dorsey	Staff Meeting	Form 281-46	Mr. Davis Mr. Niper 2017-2018	
Request for purchases will be addressed with staff requiring the most active departments; Music, Chorus, PE, Drama, to present a spending budget to reflect pre-approval of spending allocated funds. Financial Specialist will remind staff that current account balances must be verified before form 280-54 is approved.	Mrs. Dorsey	Staff Meeting	Form 280-54 MCPS Financial Manual Chapter 20, pg. 4	Mr. Davis Mr. Niper	
The \$60 FTE will be determined prior to spending at the beginning of school year in order to manage the limitations allowed. Funds from student pictures or cell tower will be used to support this account.	Mrs. Dorsey	Spreadsheet budget	MCPS Financial Manual Chapter 20, pg. 5	Mr. Davis Mr. Niper	
The financial Specialist makes timely deposits and sometimes goes to the bank twice a day if additional money is received after the first deposit. Will remind staff to hand in funds daily and to not hold money overnight.	Mrs. Dorsey	Staff Meeting	Deposit Slips/Mileage	Mr. Davis Mr. Niper	

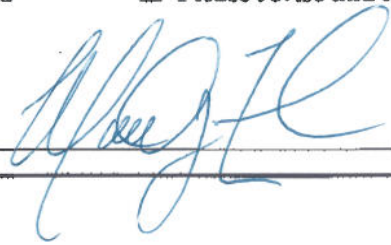
Action Steps	Person(s) Responsible	Resources Needed	Monitoring Tools / Data Points	Monitoring: Who & When	Results/Evidence
Financial Specialist will instruct sponsors of sale tax requirements on purchases made on behalf of Redland MS.	Mrs. Dorsey	Staff Meeting	MCPS Financial Manual Chapter 7, pg 4-5	Mr. Davis Mr. Niper	

OFFICE OF SCHOOL SUPPORT AND IMPROVEMENT (OSSI) REVIEW & APPROVAL

Approved Please revise and resubmit plan by _____

Comments:

Director: _____



Date: 11-17-17