



Dr. Matthew Landahl
Superintendent of Schools

**BEACON CITY SCHOOL DISTRICT
ADMINISTRATIVE OFFICES**

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Mr. John Giametta
*Director of Physical Education,
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Corrective Action Plan – June 30, 2017

General Fund

1. We prepare an analysis to monitor our fund balance during the school year. Our goal is to retain 4% of the subsequent year's budget when making budget decisions. During the 2016-17 school year we did not incur several anticipated expenditures that we budgeted for. We will continue to monitor our fund balance during the school year and take it into consideration when preparing the budget for 2018-19.
2. We will review reserves in a timelier manner and make any adjustments to the reserve accounts prior to June 30th.

School Lunch Fund

1. The statements we receive from Heartland are challenging. We are in the process of working with the Food Service Director to monitor these statements on a monthly basis so we can properly record the funds when they are received.
2. We will review the entries for surplus food and inventory before the end of the current school year to record them properly.

Federal Fund

1. We will review our process of calculating the Summer Handicap receivable balance and will work with the Special Education Department to ensure that it is properly recorded in the future.

Capital Fund

1. We will review our procedures for future transfers to capital to ensure they are properly recorded.

Extra-Classroom Fund

1. We had some change in personnel in the business office this year so we will encourage the activity clubs to reconcile their accounts and we will review balances before making disbursements to ensure that the balances are not negative.