<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Action</th>
<th>Finding</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implemented</td>
<td>3/1/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Implemented</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partially Implemented</td>
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**Action Plan**

The findings of the audit report indicate that the number of bank deposits is twice what is required. The Program Supervisor should consider increasing the number of bank deposits to twice the current amount.

**Response Date:** February 13, 2019
<table>
<thead>
<tr>
<th>Implemented</th>
<th>2/19/19</th>
</tr>
</thead>
</table>

School Funds Expedite Form:
Determine the funds before approving the request so that the administrator can
weekly payment of the available funds
account on the form. They will provide a
the current amount in our checking
The secretary/bookkeeper will indicate

Concur:
The recordkeeping sheet should include the

Forms:
School Funds
Completion of
Inappropriate

School/Office: William Schmidt Outdoor Education Center
Initial Audit Department Action Plan
Prince George’s County Public Schools