



Recommendations from 2025 Audit

1. An inventory listing of all items will be required at the end of the school year (All Assets with description, model # and serial # if applicable)
2. The inventory should be one list in a shared live google doc so there are not multiple/different versions of the inventory
3. All new items must be logged no more than 15 days after receiving
4. Any disposed item from asset list must be approved by the board and must include a notation for the reason item is to be disposed of
5. All purchases over \$499.00 must have Bookkeeper or Board President's approval/signature before the order is placed
6. Use of school equipment for personal use must have Board approval
 - a. Each use must have separate approval
7. Use of School Building or property must have Board approval
 - a. Each use must have separate approval
8. Upon prior approval by the board, all school equipment must be used on school property and cannot be used for personal reasons
9. All future services not currently contracted need board approval

The Auditors expect to see transparency and written approval(s) moving forward. Approval can be in the form of an email, board meeting minutes, etc.