

3.	<u>2019.03</u> <u>Fundraiser</u> <u>Forms/Reports</u> <u>Not Completed</u>	<p>The principal must establish procedures to ensure completion of all Fundraiser Request and Authorization Forms, Completion Reports and annual reports of fundraising activities for fundraising events held during the school year. The required reports must be maintained on file for public and auditor review.</p>	Concur	<ul style="list-style-type: none"> • Staff was trained by Internal Auditor at the September Staff Meeting on only completed authorized fundraisers that are approved by the Principal • Bookkeeper is keeping records of the fundraising activities 	9/28//18	Implemented
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Principal Signature Jessica Johnson

Date 9/28/18