

FLORIDA ALLIANCE FOR ASSISTIVE SERVICES AND TECHNOLOGY, INC.
CORRECTIVE ACTION PLAN
SEPTEMBER 30, 2019

Finding 2019-001: Segregation of Duties

Bank reconciliation reports have been added to the Comptroller list of monthly financial reports to be reviewed by the Executive Director. A folder has been created on the FAAST Team files to properly record these bank reconciliations. The same process was created last year for adjusting journal entries.

Until FAAST has a new Executive Director, the Deputy Director will review and approve the bank reconciliation and adjusting journal entries once the month has been reconciled by the Independent CPA.

The FAAST credit cards statements will be reviewed on a monthly basis by the Treasurer/Secretary of the FAAST Board of Directors.

Finding 2019-002

Until FAAST has a new Executive Director, the Deputy Director and Comptroller are reviewing the quarterly contract deliverables with the Communications Coordinator, who compiles the quarterly reports, and with the entire FAAST staff. These reviews are to ensure that all contract deliverables are being met to the standards written into the contract with the Division of Vocational Rehabilitation. These reviews allow staff to compare current deliverable attainment to year-end needs and create appropriate action plans and steps to ensure overall deliverable compliance is met.