From: Hill, Amy
To: Thresher, Cheryl (SAO)
Cc: Heath, Sara (SAO)
Subject: RE: ASB Audit Request - Prosser School District
Date: Thursday, October 27, 2022 9:46:52 PM
Attachments: image001.png

External Email

Good evening,
Thank you for your response. It was brought to my attention that there may be a mishandling of cash and cash receipting of some of our ASB funds. I wanted to conduct an internal audit to see if I was able to find any evidence or to tighten up our procedures based on any potential findings.

I am working with our district Superintendent to determine what steps we should take next. If you have a checklist of the most important things to look for, possibly a workflow document for cash handling, or anything else that auditors would reference so that I can start this process immediately, I would greatly appreciate it. If we do find that there is evidence to support the allegations, we will be working directly with SAO for an audit or notice of our initial findings to determine next steps (at least this is my understanding based on my conversation with the Superintendent). I am new to this role and the K-12 environment, so I am trying to learn these processes as quickly as possible to ensure we are in compliance with ASB rules and regulations. Without knowing exactly what to look for though, I am afraid I would miss any nuances with the accounting.

Any help would be MOST appreciated.

All my best,
Amy

Amy Hill
Business Manager
Prosser School District
1500 Grant Ave., Prosser, WA 99350
Office: 509-786-3323 x2008 | Fax: 509-786-2062
Cell: 509-778-2029

From: Thresher, Cheryl (SAO) <threshec@sao.wa.gov>
Sent: Tuesday, October 18, 2022 8:06 AM
To: Hill, Amy <amy.hill@prosserschools.org>
Cc: Heath, Sara (SAO) <heaths@sao.wa.gov>
Subject: RE: ASB Audit Request - Prosser School District

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Morning Amy,

Sara Heath and I both work with WASBO to provide ASB trainings. We would be happy to provide you some help. What information are you looking at for ASB?

Cheryl L. Thresher
Audit Manager, Office of the Washington State Auditor
(564) 999-0862 | Pronouns: [she, her, hers]
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From: Hill, Amy <amy.hill@prosserschools.org>
Sent: Tuesday, October 18, 2022 7:17 AM
To: Thresher, Cheryl (SAO) <threshec@sao.wa.gov>
Subject: ASB Audit Request - Prosser School District

External Email

Good morning,

As the new Business Manager for the Prosser School District, I am seeking assistance with conducting an internal audit of our ASB procedures. Is this something you would be able to assist me with, or at least provide additional information to proceed?

Thank you in advance,
Amy

Amy Hill
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