

Mark Flemming

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**From:** Mark Flemming [mark.flemming@mcs.net]  
**Sent:** Friday, July 31, 2023 4:41 PM  
**To:** ALL FACULTY; ALL STAFF  
**Subject:** Follow-up from July Inservice  
**Attachments:**

Team,

Thank you for a great July inservice session! I am looking forward to kicking off the new year! As I mentioned this week, one of our top priorities this year is to have a clean audit report. We have worked hard to shore up our systems and processes in the school to ensure that we are handling money and records the right way. This is of top importance this school year. The full list of responsibilities are found on the affirmation document that you signed this week, and I put a copy of these in your mailboxes this afternoon. But to summarize some of the highlights:

- All collection logs must be sent to the office daily and you must use **blue or black ink.** \
- You must complete a requisition form for any purchase **BEFORE** you purchase the
- Cash or checks cannot be stored in your classroom overnight.
- If you are the chair of a committee or in charge of collecting money for a group/event, **you must deposit the money to the bank within three days of receipt of the money!** No exceptions!

We are focused on receiving a clean audit report this year. Everyone signed an understanding of the basic comptroller rules, and we will follow up with another training on this topic after winter break. Handling money is serious business and any infractions will be met with disciplinary action.

Please let me know if you have any questions or concerns.

Mark

Mark Flemming  
Principal  
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