

June 2017

To: All Administrators whose buildings or departments close for the summer

The office of Internal Audits has asked that each administrator who has a safe in his or her building complete the form below.

Building Safes

I \_\_\_\_\_(Building or Other Administrator)

certify that the safe located at \_\_\_\_\_ (name the building/opu) has been examined by the principal or other administrator, who hereby states that the safe was empty at the time of the examination, and the safe was unlocked and open. The safe will remain in this condition for the duration of the summer break, from the date of our examination \_\_\_\_\_(date) until the Building Administrator returns to close and lock the safe signaling the resumption of school business for the next school year.

Signature and Date: \_\_\_\_\_

Principal or Other Administrator                      Date

Any Authorized Person Who Performed this duty:

\_\_\_\_\_

Other Authorized Party                                      Date

All individual building safe forms should be forwarded to Jenny Vanover, at the Columbus Education Center.

Jenny Vanover will ensure that school safes have been properly accounted for and an appropriately completed confirmation has been received from each school or building administrator. Jenny Vanover will send a letter to the Internal Auditor certifying the task is completed. Schools or buildings for which no form is submitted shall be reported to the appropriate administrator after Mrs. Vanover has diligently tried to collect them without success. Copies of the completed forms should be maintained at the School Support Office at CEC.

Copies of the certifications provided to the Internal Auditor should be provided to appropriate administrative management. The Internal Auditor should present the certification letter to the Auditor of State for use during the annual single audit.