

West Contra Costa Unified School District

Bond Policies & Procedures

“Program Management Plan” Update

July 2019

Background

- The FY 17/18 Performance Audit recommends that:
“the District consolidate all policies, procedures, and resolutions into one document to ensure effective controls and communication of the policies and procedures.”
- The Program Management Plan will consolidate all the policies and procedures that define the functional areas of the Bond Program including but not limited to procurement, financial controls, document controls, budgeting practices, and invoice review and processing.

Program Management Plan Update

- Process identification, confirmation and documentation is ongoing.
- Draft Table of Contents including reference to Audit Recommendation continues to be refined.
- Supporting materials are being organized according to the Table of Contents structure.
- Summary of all audit recommendations is being drafted, which will include a Master List Number, Brief Description, and a Program Management Plan Table of Contents Location

Next Steps

- Finalize Table of Contents
- Complete the summary of all audit recommendations
- Continue to provide monthly updates will be provided to the Facilities Subcommittee and Citizens' Bond Oversight Committee