



September 10, 2019

Step Up for Students
Attn: SUSF AUP Team

Re: School Code # [REDACTED]—Corrective Action Plan, AUP

Dear SUFS AUP Team,

[REDACTED], has developed the following correction action plan for the exceptions noted bellow:

IV.A.2. Adequate Process for deposit and classification of Scholarship Funds – Parent Guardian Endorsement:

The School has established procedures and internal controls to ascertain that copies of the endorsements of all scholarship funds received via checks are kept at the school.

VI.C. Other Procedures – Student attendance observation:

The School has set up a procedure to engage the Independent CPA to perform the required Agreed Upon Procedures before the end of the school year to ensure they have the ability to perform all the necessary procedures timely.

Cordially



Owner Administrator



