

Alpha Kappa Alpha Sorority, Incorporated®

Omega Mu Omega Chapter

Corrective Action Plan for the Financial Operation 2019 Review

Note: The Financial Operation Review is normally completed at the end of the term of Office for the Tamiouchos. However, due to the onset of the Global COVID-19 Pandemic and the mandates from the Alpha Kappa Alpha Sorority, Incorporated Supreme Basileus that restricted gatherings/meetings related to sorority business and the delay in selecting a Reviewer, the review of the Financial Operations of the outgoing 2019 Tamiouchos was delayed/postponed until a safer period of time for all parties concerned.

Corrective Action Overview

- ✓ Based on the results of the Alpha Kappa Alpha Sorority, Incorporated, Omega Mu Omega Chapter, Financial Operation Review dated February 28, 2021 for the review of Joyce Allen-Taylor, 2019 Omega Mu Omega Tamiouchos financial records with the overall Grade: Satisfactory after the review of the 2019 records were reviewed to ensure the cash receipts and cash disbursements processes were followed for Operating and Fundraising accounts: completed vouchers, cash receipts transmittals, monthly bank statement, check stubs, voided checks and monthly reports were used to evaluate the cash receipts and disbursement processes. Noted: Categories – Cash Disbursements, Bank Statements, Check Stubs, Voided Checks and File (Binder) Format ... all received an Assessment of Outstanding.
- ✓ The purpose of this Corrective Action Plan (CAP) is to propose a resolution per the Review Results of the Assessment by Category: Cash Receipts Transmittals – *Satisfactory* and Monthly Reporting – *Needs Improvement*.
- ✓ By submitting a Corrective Action Plan, the Financial Officers will be compliant with submitting a Cash Receipt Transmittals/Remittance Form for all remittances. The monthly reporting shall be accurate, detailed, and complete.

Corrective Action Plan Certification

The Financial Officers certify that all Corrective Action items listed in the attachment have been or will be implemented according to the dates indicated on the Corrective Action Plan.

Soror Tina Lawson, Tamiouchos

Soror Candice Brown-Holloway, Anti-Tamiouchos

Soror Joyce Allen-Taylor, Pecunious Grammateus

Soror Petria Wilson-Lewis, Anti-Pecunious Grammateus

CORRECTIVE ACTION PLAN

Prepared by the 2019 Tamiouchos Soror Joyce Allen-Taylor

Date: March 1, 2021

CATEGORY/ASSESSMENT	CORRECTIVE ACTION	EVIDENCE	PERSON(S) RESPONSIBLE	COMPLETION DATE
Cash Receipts Transmittals/Satisfactory	Submit a cash receipt transmittal/remittance form for all remittances	The Remittance Form is a duplicate form capturing the details of each transaction remitted. White sheet to Pecunious Grammateus and Yellow sheet to Tamiouchos. A detailed Remittance Journal was created to capture name of each Soror remitting, receipt number and date, type of remittance and category of remittance.	Pecunious Grammateus and Anti-Pecunious Grammateus	October 2020 and ongoing.
Monthly Reporting/Needs Improvement	Monthly Reports will be detailed for both the Operating and Fundraising accounts and will capture the cash receipts by category. The detailed deposits will be identified on the Monthly Report. The bank reconciliation will be complete.	The Financial Officer will receive training: Updating monthly reports for both the Operating and Fundraising accounts to display the monthly deposits by category and a complete Bank Reconciliation comparing the adjusted bank balance to the book balance. Trainer: Soror Tracey McLaughlin	Tamiouchos, Anti-Tamiouchos, Pecunious Grammateus and the Anti-Pecunious Grammateus	Saturday, March 13, 2021 via Zoom