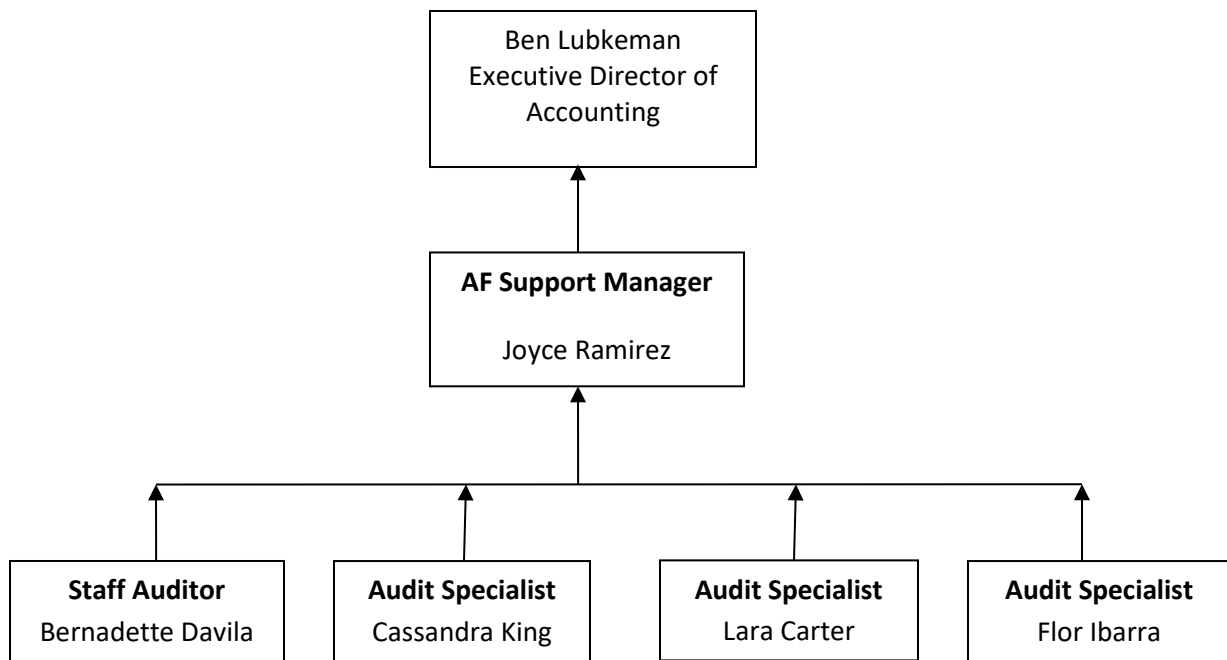


# ACTIVITY FUND SUPPORT DEPARTMENT

Organizational Chart  
February 2021



Manager – oversee all areas of department, Audit Committee, handle customer service phone calls, other duties as assigned

Staff Auditor – duties include coordinating activity fund audits for department, maintaining appropriate logs, conduct audits when there are allegations of fraud/embezzlement with regard to activity funds, conduct activity fund audits for all levels, handle customer service calls.

Audit Specialist – conduct activity fund audits, train new incoming secretary/bookkeepers at the school level, cover for schools without a bookkeeper, handle customer service phone calls.