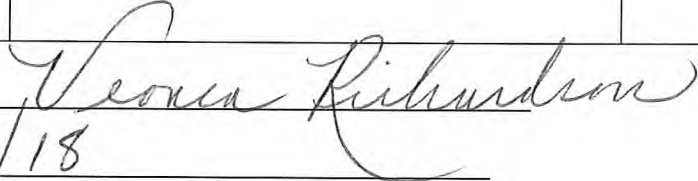


**Prince George's County Public Schools
Internal Audit Department
School/Office: Andrew Jackson Academy**

Response Date January 8, 2018

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	<u>Status</u> Implemented Partially Implemented Not Implemented
1.	<u>2018.01: Mismanagement of Funds Received</u>	<p>A. The bookkeeper should use the overnight deposit facility when she is unable to get to the bank before close of business or the funds should be given to the principal to deposit. The principal should establish and enforce a time by which funds collected must be remitted by staff members.</p> <p>B. Staff members must be reminded that, adequate supporting documentation should accompany funds remitted to the bookkeeper. Such documentation must include accounting for concessions and gate receipts e.g. documentation of the number of items sold and sale prices, and gate receipts report for sporting events. The documentation must match the amount remitted. Staff given oversight for the bookfair should be held accountable for preparation of daily bookfair sales reports and submission with the remittance.</p> <p>C. The principal, designee, or staff assigned other than the bookkeeper should ensure that end of year MTFs remain in sealed envelopes until reviewed by Internal Audit. The year-end MTFs should be retained in a place that is not accessible to the bookkeeper.</p>	Concur	Teachers and staff were apprised and reminded of established times by which funds collected must be remitted to the bookkeeper during pre-service and fall staff meetings (August 2017 and November 2017) meetings. Principal will revisit policy and procedures with staff during the January 17, 2018 staff meeting. Staff will remit funds collected by the end of their respective daily planning periods which end at 3:05PM. Any deviations from established procedure will be properly documented by the bookkeeper and principal and communicated to staff for corrective action. The bookkeeper will use the overnight deposit facility in instances where funds are	January 17, 2018	Partially Implemented

Principal Signature 
 Date 1/8/18

			<p>received after the designated collection times and submit a copy of the deposit slip to the principal upon return to the building. The principal will monitor bank deposit via review of documentation during biweekly audit meetings.</p> <p>Staff were reminded of the requirement to submit adequate supporting documentation with all funds remitted during the November 2017 staff meeting. The athletic director and bookfair coordinator received direct verbal and written guidance regarding the requirements for documenting concessions, receipts and sales in accounting reports to be submitted with funds remitted.</p> <p>It should be noted that the former assistant principal collected the 2017 MTFs and indicated that the envelopes were left in the principal's office in the presence of the bookkeeper in the principal's absence during vacation. In June 2018 and subsequent years, the principal will directly collect and</p>		
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Principal Signature *Leona Richardson*
Date 1/8/18

				retain MTFs in original sealed envelopes and retain them in a secure location not accessible by the bookkeeper.		
2.	<u>2018.02:</u> <u>Excessive Spending in Principal Sponsored Activities Fund Account</u>	The principal should evaluate all potential expenditures with regard to the availability of resources. Care must also be exercised to ensure resources are expended in accordance with requirements of the APM. The principal should cease spending on principal-sponsored activities until the deficit is resolved.	Non-Concur	The principal contests the finding of excessive spending in PSA during the 2017 school year and has requested supporting documentation of the finding. The principal will continue to evaluate expenditures to verify the availability of funds and ensure that resources are expended in accordance with the requirement of the APM. The principal has communicated and reiterated the on-going expectation to refrain from spending on principal sponsored activities until the deficit is resolved. The bookkeeper will continue to transfer allowable percentages of vending sales and Fall/Spring fundraiser profits in accordance with the APM to reduce the existing deficit.	January 8, 2018	Implemented
3.	<u>2018.03:</u> <u>Yearbook Refunds</u>	The principal should immediately instruct the bookkeeper to issue refund checks to individuals who paid for yearbooks.	Concur	The bookkeeper has been instructed to issue refund checks to the parents of individual students who paid for yearbooks via US mail by January 8, 2018.	January 8, 2018	Partially Implemented

Principal Signature

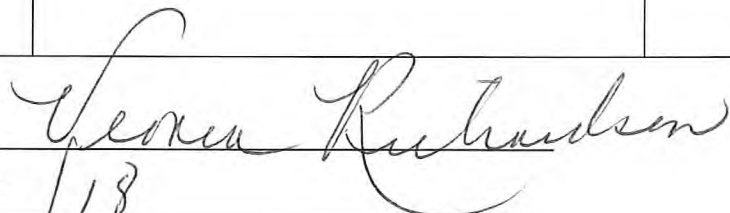


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4.	<u>2018.04:</u> <u>Depository Safe</u> <u>Not on School</u> <u>Premises</u>	The principal should ensure that a drop safe is purchased and installed in a location that is accessible to staff. The principal and bookkeeper should ensure that a log is maintained for the drop safe for recording the details of the funds remitted (i.e. staff name, date, and MTF number, amount and staff signature) in accordance with the APM. The bookkeeper must check the drop safe contents daily for any funds that may have been placed inside in her absence.	Concur	The principal has instructed the bookkeeper to secure a drop safe by January 8, 2018 and request installation in the main office conference room which is accessible to all staff. The bookkeeper verify the drop safe contents daily and manage a drop safe log detailing the funds remitted on a daily basis. The principal will monitor drop safe remittances during biweekly audit meetings.	January 8, 2018	Partially Implemented
5.	<u>2018.05:</u> <u>Unapproved</u> <u>Void Check</u> <u>Proof Sheets</u>	The bookkeeper should review the APM to become familiar with the BOE policies and procedures pertaining to voiding checks.	Concur	The bookkeeper has been instructed to review the APM by January 8, 2018 to become familiar with BOE policies and procedures pertaining to voiding checks and adhere to the procedures outlined. Any oversights occurring during 2017-18 will be addressed by January 12, 2018.	January 8, 2018	Partially Implemented
6.	<u>2018.06:</u> <u>Inadequate</u> <u>Inter-Fund</u> <u>Transfers</u>	The principal and bookkeeper should ensure that only allowable transfers are completed with appropriate documentation and approval from the principal.	Concur	The principal will review monthly financial reports and authorize funds transfers, as justified. The bookkeeper has been instructed to refrain from inter-fund transfers without the written approval of the principal accompanied by appropriate documentation. The bookkeeper will apprise the	January 8, 2018	Partially Implemented

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				principal of all transfers conducted by internal audit personnel.		
7.	<u>2018.07: Fundraiser Forms Not Completed</u>	The bookkeeper should review the APM to become familiar with the BOE policies and procedures and requirements pertaining to fundraisers as documented in Administrative Policy 5135.1.	concur	The bookkeeper has been instructed to review the APM to become familiar with BOE policies and procedures and requirements pertaining to fundraisers by January 8, 2018. The bookkeeper and principal will convene by January 12, 2018 to review and discuss the required fundraiser form for the Fall 2017 fundraiser.	January 8, 2018	Partially Implemented
8.	<u>2018.08: Improvement Needed in Management Oversight</u>	The principal should carefully review the policies and procedures as defined in the APM and develop internal controls to ensure compliance. She should be consistently involved in the daily operations as it relates to the administration of the school's resources. Improvement of the internal control environment should be emphasized by focusing on these 5 basic principles: <ul style="list-style-type: none"> • Clearly Defined Lines of Authority and Responsibility; • Segregation of Duties; • Maintenance of Adequate Documents and Records; • Limited Access to Assets; and • Independent Checks on Performance. 	Concur	The principal will carefully review the policies and procedures defined in the current APM and enforce the internal controls outlined therein. The principal will increase monitoring of day to day financial operations, conduct independent checks of bookkeeper's performance and provide ongoing feedback to the bookkeeper and professional staff. Biweekly audit meetings will be held on Thursday mornings between the bookkeeper and principal to ensure the improvement of the internal control environment.	January 8, 2018	Partially Implemented

Principal Signature



Date

1/8/18