

DJ 6/18/18

**Prince George's County Public Schools
Internal Audit Department
School/Office: Laurel High School**

Response Date JUNE 11, 2018

PBC

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2018.01 Mismanagement of Funds Received</u>	The principal and financial recordkeeping staff should continue to train staff on their responsibility for timely remittance of SAF. Further, the financial recordkeeping staff should take care and review transaction details to ensure they are properly posted in SFO. The principal must ensure that financial reports are reviewed for accuracy and staff members are held accountable for complying with the cash collection and processing requirements.	Concur	Principal and financial staff will continue to train staff on financial responsibilities. Principal will review transaction details and hold staff accountable for compliance with policies.	Immediately	Fully
2.	<u>2018.02 Mismanagement of Disbursements</u>	The principal and financial recordkeeping staff should provide training to staff members on the importance of forwarding all invoices to the financial recordkeeping staff promptly. The principal should provide enforcement of these controls by holding staff accountable for compliance. Efforts should be made to immediately terminate the line of credit with the hardware store. All purchases made from the store should follow procedures outlined in the APM. The financial staff should contact the bank and request attachment of cancelled check images to the bank statement to ensure all check images are easily maintained. The Principal should	Concur	Staff will be trained and reminded regularly of the importance of forwarding invoices for prompt payment. Line of credit with RA Zimmerman's was terminated. Procedures in APM will be followed for future purchases. Suntrust Bank was contacted and check images are now being sent monthly to the school in the checking account statement.	Immediately 03/09/2018 03/07/2018	Fully Fully Fully

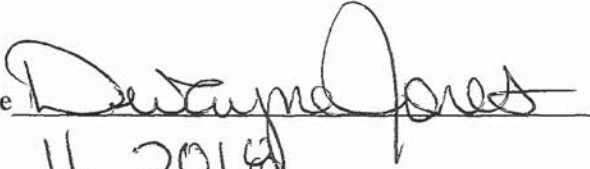
Principal Signature

Dwayne Jones

Date

June 11, 2018

		request assistance from the Assistant Treasurer if necessary.				
3.	<u>2018.03 Insecure Location for Funds Awaiting Deposit</u>	The principal should immediately purchase a drop safe that complies with the requirements in the APM. A log should be developed to maintain a record of the date, time, remitting staff member, and amount of funds dropped into the safe. Access to the contents of the drop safe should be restricted to the principal and bookkeeper.	Concur	Financial Staff has contacted Croom HS for information re: the approved vendor for purchase of drop safe. Safe will be installed during summer of 2018 and ready for use during the '18-'19 school year. A log will be used and only bookkeeper and principal will have access.	July 2018	Partially Implemented - Shopping for safe and meeting with Building Supervisor to determine location for install.
4.	<u>2018.04 Voided Checks Not Properly Approved</u>	The principal must hold the financial recordkeeping staff accountable for forwarding all Void Check Proof Sheets to the principal for approval.	Concur	Void Check Proof Sheets are being printed and signed by the principal for each voided check. They will be filed and held for review by Internal Audit.	03/01/2018	Fully Implemented
5.	<u>2018.05 Lack of Budgeting for Clubs and Organizations</u>	The principal and financial recordkeeping staff should develop and document procedures for club and organization sponsors to develop and submit annual budgets at the beginning of each school year. The budgeting process should include increased communication between the sponsors, bookkeeper and principal so that club activities can be effectively planned and executed. Further, the Senior Class Planning and Budget Workbook should be included in the annual report submitted to Accounting and Financial Reporting. Accounting and Financial Reporting must hold school administrators accountable for ensuring that Senior Class Planning and Budget Workbooks are being completed and submitted annually.	Concur	Bookkeeper will develop a annual budget form for club and organization sponsors to complete beginning with the 2019 school year. A request has been made to the Senior Class sponsors for the Senior Class Planning and Budget Workbook to be submitted for inclusion in the Annual Financial Report for the 2017-2018 School Year.	08/01/2018 06/08/2018	Partially Implemented Implemented July 2018 Report

Principal Signature 
Date June 11, 2018