

**Prince George's County Public Schools  
Internal Audit Department  
School/Office: Maya Angelou French Immersion School**

**Response Date January 8, 2018**

	Findings		Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	<u>Status</u> Implemented Partially Implemented Not Implemented
1.	<b><u>2018.01:</u></b> <b><u>Mismanagement</u></b> <b><u>of Funds</u></b> <b><u>Received</u></b>	<p>A. The principal must ensure that timely deposits are prioritized. The principal may accomplish this by ensuring new staff are reminded that holding funds is prohibited and establishing a deadline for submission of funds to the bookkeeper by staff. The deadline established should allow the bookkeeper sufficient time to process all funds prior to the bank closing. Staff should be encouraged to collect funds in the morning to ensure submission deadline is met. A check should be advanced to the bookfair sponsor to establish a change fund.</p> <p>B. The principal and bookkeeper should re-train school staff on how to properly complete and adequately support MTFs submitted to the bookkeeper. The bookkeeper should closely review MTF packages to ensure accuracy and completeness prior to acceptance and approval. Staff members and the bookkeeper should be held accountable for compliance.</p> <p>C. The principal must hold staff accountable for returning MTF remittance copies as part of the year-end check-out process. The administrator overseeing this process should ensure all MTFs issued to staff have been inserted prior to sealing and signing the envelope during the year-end check-out process. The principal must identify a location in the building where the</p>	Concur	<p>A. Principal and Principal's secretary will review money collection and MTF procedures with complete staff each quarter.</p> <p>B. See above. Principal and Assistant Principal will discuss during weekly collaborative planning meetings when field trips occur.</p> <p>C. Closing procedures will include mandatory check out to be signed by Principal or Assistant Principal to review each staff members' MTF envelopes.</p>	<p>December 20, 2017</p> <p>On going</p> <p>On going</p>	<p>Implemented for Q2.</p> <p>Partially implemented.</p> <p>Not yet implemented</p>

Principal Signature Martha S. Uy

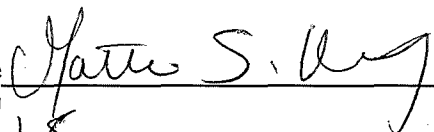
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		<p>bookkeeper has restricted access to secure year end MTF envelopes.</p> <p>D. Staff must be required to complete the MTF log for each MTF signed out. The bookkeeper should periodically review the log to ensure it is completed entirely.</p> <p>E. The bookkeeper must properly identify sales taxable items and appropriately allocate sales taxes in the established SFO account, 460.00.</p>		<p>D. See retraining listed above</p> <p>E. Principal's secretary has been retrained by SAF Administrator</p>	<p>October, 2017</p>	<p>Implemented</p>
2.	<p><b><u>2018.02: Mismanagement of Disbursements</u></b></p>	<p>A. The bookkeeper should ensure receipts and invoices are used to substantiate expenditures. Checks should not be issued prior to the review of itemized supporting documentation.</p> <p>B. The bookkeeper must review the status of impacted accounts noted on the SFEEF within SFO to ensure solvency and make certain the "funds available" section has been completed with the appropriate amount. The principal must ensure this section is completed to facilitate an informed fiscal decision. Use of the principal's signature stamp for administration of SAF must be discontinued immediately.</p> <p>C. Where a verbal approval is granted, the principal should ensure that staff members are reminded to follow-up with a SFEEF for documented approval and obtain the sales tax exempt certificate for all school purchases.</p> <p>D. The bookkeeper should consider advance orders to ensure sufficient funds are maintained prior to uniform purchases. Adequate and consistent follow up should be performed with the BOE regarding school invoices to avoid delinquency.</p>	<p>Non concur with verbal approval being granted.</p>	<p>A. Staff and Principal's secretary has been retrained about acceptable documentation</p> <p>B. Principal's secretary has been retrained by Auditor and SAF Administrator to correct procedures.</p> <p>C. Principal to oversee and remind via email or written note. Principal will ensure that funds are available prior to order approval.</p>	<p>December, 2017</p> <p>October and December 2017</p> <p>December, 2017</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p>

Principal Signature Maisha S. Uf

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3.	<b><u>2018.03 Administration of Voided Checks</u></b>	The bookkeeper should review the APM to familiarize herself with the procedures regarding voided checks. The bookkeeper should ensure that the signature line is removed from all voided checks and that each voided check is approved and entered into the accounting system. The principal must perform period review of disbursement records and hold the bookkeeper accountable for compliance.	Concur	Principal and Principal's secretary were retrained on APM policies regarding voided checks.	December, 2017	Implemented
4.	<b><u>2018.04 Financial Reporting</u></b>	<p>A. The bookkeeper must ensure that financial reports are completed by the 15th day of the subsequent month and that all transactions are accurately entered in the SFO financial system. The principal should hold the bookkeeper accountable for timely report submission and ensure that the monthly financial reports are thoroughly reviewed as evidenced by signature. The principal and bookkeeper should use the school's online banking option to initiate the reconciliation process.</p> <p>B. The principal and bookkeeper should collaboratively review open invoices during the monthly financial reporting process to ensure the Unpaid Bills Spreadsheet is completed properly.</p> <p>C. The AFRO should ensure that Insolvency Reports are properly calculated. The AFRO should also consider using the trimester reports reviews as opportunities for feedback and to train bookkeepers who do not fully understand the reporting requirements.</p> <p>D. The principal and bookkeeper should ensure that only allowable transfers are completed with an approved Fund Transfer Journal Entry Proof Sheet retained on file. The principal and current bookkeeper should obtain approval from the AFRO before usage of PY Carryover, and document those approvals. Transfer journal entries completed by AFRO should also be documented and justification shared with the principal.</p>	Non Concur with allowable transfers	<p>Principal Secretary was retrained on policies and procedures by Auditor.</p> <p>B. Principal and Principal's Secretary will meet twice a month to review open invoices.</p>	December, 2017  January, 2018	Implemented  Not yet implemented

Principal Signature 

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5.	<b><u>2018.05 Fundraiser Forms</u></b>	The principal should require fundraiser sponsors to complete the required fundraiser forms and hold them accountable for compliance. Documentation should be maintained in a location accessible for public or auditors review.	Concur	Principal, Principal's Secretary and staff have been retrained about fundraising demands	December 2017	Implemented
6.	<b><u>2018.06 Record Retention</u></b>	The bookkeeper should review the APM to become familiar with the Record Retention requirements pertaining to the Student Activity Funds. The principal must hold the bookkeeper accountable for maintaining an adequate records management system and complying with the year retention policy.	Concur	Principal's secretary to review	December, 2017	Implemented.
7.	<b><u>2018.07 Administration of Vending Contracts</u></b>	The bookkeeper and principal should review the APM to become familiar with the requirements of school contracts and all policies and procedures pertaining to the SAF. The principal must ensure that the current vendor contract is obtained, renewed annually, and maintained on file in compliance with BOE policies and procedures.	Concur	Principal and Principal's secretary to review.	January, 2018	Not yet implemented.

Principal Signature *Walter SJA*

Date 11/1/18