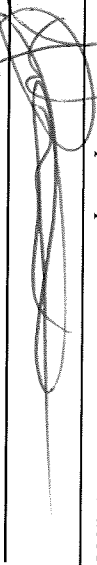


Prince George's County Public Schools
Internal Audit Department
School/Office: Melwood ES

Response Date: January 31, 2018

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
<p>1. <u>2018.01:</u> <u>Mismanagement</u> <u>of Funds</u> <u>Received</u></p>	<p>A. The principal and financial recordkeeping staff should review the APM to become familiar with responsibilities relative to collection of SAF. Also, the principal should establish procedures for collection of SAF when there is limited staff available onsite.</p> <p>B. Staff members must be reminded through written communication that all funds collected are required to be remitted to the bookkeeper on the day of collection to facilitate timely deposits. Staff should be held accountable for compliance.</p>	Concur	<p>(A) Principal will ensure that someone other than the bookkeeper prepare the MTF for monies received over the summer months and when there is limited staff on duty.</p> <p>(B) Announcement will be made daily for staff to submit any monies on MTF by 12:00 noon so that bookkeeper has adequate time to prepare deposit for bank.</p>	01/31/18	Implemented
<p>2. <u>2017.02:</u> <u>Mismanagement</u> <u>of Disbursements</u></p>	<p>A. The principal and recordkeeping staff should request for the PTA payment of \$50.00 which represents the difference between the amount collected and amount remitted to the PTA by the school. Internal controls must be implemented to ensure that, financial activities of outside organizations are not recorded in SAF.</p> <p>B. All staff members must be reminded that, all expenditures require approval prior to obligating the school. The principal and staff must be held accountable</p>	Concur	<p>(A) Principal will ask the PTA Board to refund the \$50.00. Principal will make sure that funds are not commingled with any other organization associated with Melwood.</p>	01/31/18	Implemented

Principal Signature _____

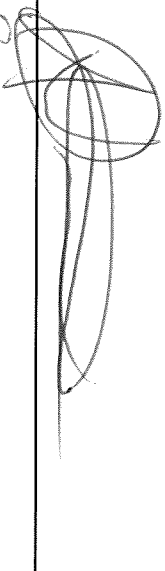


Date _____

2/1/18

	<p>for adhering to the requirements for processing disbursements. This includes the principal's responsibility for including the date of approval on SFEFs. The principal should also ensure that the funds available section on the SFEF is completed prior to finalizing approval.</p> <p>C. Financial recordkeeping staff must always ensure that, a second signature is appended on checks, prior to releasing the check to vendors.</p> <p>D. The principal must implement internal controls to ensure proper administration of voided checks. All voided checks should be substantiated by completed SFEFs or Voided Check Proof Sheet which must be approved by the principal. Financial recordkeeping staff should be held accountable for being knowledgeable of the APM and BOE policies and procedures relative to student activity funds.</p>		<p>(B) Staff will be reminded that principal needs to approve all expenditures prior to purchase and the bookkeeper will ensure that the Principal signs and dates all appropriate paperwork prior to processing checks.</p> <p>(C) Bookkeeper will ensure that all checks issued have the required (2) signatures.</p> <p>(D) Bookkeeper will ensure Principal signs the "void check proof sheet" when checks are voided.</p>	Continuous	Implemented
<p>3. <u>2018.03:</u> <u>Excessive</u> <u>Spending in</u> <u>Principal</u> <u>Sponsored</u> <u>Activities Fund</u> <u>Account</u></p>	<p>The principal should continue to cease spending on principal-sponsored activities until the deficit is resolved.</p>	Partially Concur	<p>Principal has not added to the deficit in this account. All appropriate fundraising amounts have been transferred to decrease the deficit.</p>	Continuous	Implemented

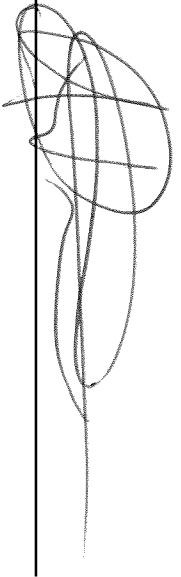
Principal Signature _____



Date 2/1/18

<p>4. <u>2018.04:</u> <u>Administration of Vending Machines</u></p>	<p>The principal should review the APM to become familiar with the requirements for administering vending contracts. The principal must ensure that a current vending machine contract is obtained, renewed annually, and maintained on file in compliance with BOE policies and procedures. Purchasing and Supply services may be consulted regarding selection of an alternative approved vendor for vending services.</p>	<p>Concur</p>	<p>Principal will contact vending company to ensure that Melwood has a current contract on file. We will also contact building services to have machine relocated to an appropriate location.</p>	<p>01/31/18</p>	<p>Partially Implemented</p>
<p>5. <u>2018.05:</u> <u>Delinquent Financial Reporting</u></p>	<p>Financial recordkeeping staff should ensure that financial reports are completed by the 15th day of each month as required by the APM. The principal should hold financial recordkeeping staff accountable for timely report submission and ensure that the monthly financial reports are thoroughly reviewed as evidenced by his signature. The principal and financial recordkeeping staff should use the school's online banking option to more promptly initiate the reconciliation process. The Accounting and Financial Reporting Office should hold the principal and financial recordkeeping staff accountable for compliance.</p>	<p>Concur</p>	<p>Principal will ensure that bookkeeper complete the monthly financial reporting within the proper time frame.</p>	<p>01/31/18</p>	<p>Implemented</p>
<p>6. <u>2018.06:</u> <u>Administration of Monetary Transmittal Form Envelopes</u></p>	<p>Staff must be reminded of their responsibility relative to MTF envelopes submission during the year-end process. The "Receiptee History" report should be printed from the accounting system and provided to the administrator responsible for collecting MTF envelopes at year-end. The principal should instruct the administrator to obtain MTF envelopes based on the printed report. Also, each employee must be held accountable for returning MTF envelopes including all remittance copies (pink and yellow) as part of the year-end check out process.</p>	<p>Concur</p>	<p>Administration will ensure that proper procedures are followed when collecting MTFs from staff members. Any staff member with missing information will receive written reprimand.</p>	<p>01/31/18</p>	<p>Implemented</p>

Principal Signature _____



Date 2/1/18