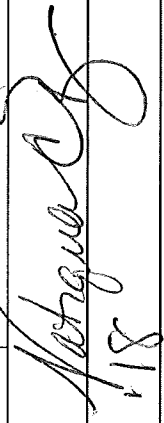


**Prince George's County Public Schools  
Internal Audit Department  
School/Office: Riverdale Elementary School**

**Response Date: February 26, 2018**

Findings	Recommendations	Concur Non-Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1. <u>2018.01 Record Retention</u>	Recordkeeping staff must be held accountable for ensuring that MTF's are accurate and complete prior to acceptance and posting in SFO. Discrepancies identified must be brought to the preparer's attention for corrections as required by the APM. The principal should implement internal controls to ensure deposits are documented and recorded accurately.	Concur	MTF Training will happen with staff, and has been formalized and shared through the staff handbook. Training on how the MTF should be completed, and examples of errors on MTF's have been shared with staff members.	02/7/2018	Implemented
2. <u>2018.02 Vending Machine Contracts</u>	The principal must establish procedures to ensure that current vendor contracts are established and maintained on file in compliance with BOE policies and procedures. The principal must either obtain a current vending contract or consult with Purchasing and Supply Service for identification of an alternate vendor.	Concur	Contact all vendors and ensure that contracts are up to date.	05/01/2018	Partially Implemented
3. <u>2018.03 Administration of Voided Checks</u>	The recordkeeping staff should become familiar with the requirements for voiding checks as outlined in the APM and demonstrate compliance by requiring appropriate approval, recording, and maintaining voided checks in an organized	Concur	Voided checks will be reviewed during monthly reconciliation between principal and book keeper.	03/01/2018	Implemented

Principal Signature 

Date 2.26.18

		<p>manner. Staff should be held accountable for compliance.</p>				
<p>4. <b><u>2018.04: Fundraiser Forms</u></b></p>		<p>The fundraising process should be managed by assigning responsibility for distribution of relevant fundraiser forms, and the principal should enforce controls by holding staff members accountable. The principal should also compile or instruct preparation of annual fundraising summary reports each year as required by the APM.</p>	<p>Concur</p>	<p>Teachers will receive updated training for applying for fundraisers. Teachers will receive the fundraiser forms and the signature of approval will be given prior to fundraiser.</p>	<p>01/10/2018</p>	<p>Implemented</p>

Principal Signature Nathaniel R  
Date 2/26/18