

		C. The endorsement stamp must be kept in a secure location. This stamp must be used to endorse all checks received for deposit.		office in her desk drawer where it is locked daily. Moving forward, all endorsed checks will be stamped appropriately.	March 2018	Partially Implemented
2.	<u>2018.02</u> <u>Mismanagement of Disbursements</u>	<p>The following is recommended for the principal and bookkeeper to properly manage funds disbursed:</p> <p>A. Specific procedures regarding the pre-approval and approval of disbursements should be documented and shared with staff. These procedures should be aligned with the requirements outline in the APM. Staff should be required to use the most current version of the SFEF template. Training should be provided to staff, with subsequent enforcement of the procedures.</p> <p>B. The journal entry transfer process should be used to facilitate accurate financial reporting.</p> <p>C. The filing system should be improved to ensure all cancelled check images and SFEFs are maintained in an orderly fashion and are made available for review upon request.</p>		<p>A. During the April staff meeting we will revisit the pre-approval and approval of disbursements with staff to aligned with the Accounting Manual</p> <p>B. Journal Entry of funds will be done consistently to provide accurate financial reporting.</p> <p>C. All paperwork will remain in a notebook for Auditor's review, and updated accordingly.</p> <p>D. Ms. Nichelle Williams, AP, will</p>	<p>April 2018</p> <p>March 2017</p> <p>March 2018</p> <p>April 2018</p>	<p>Not Implemented</p> <p>Partially Implemented</p> <p>Partially Implemented</p> <p>Not Implemented</p>

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		D. Treasury Operations should be contacted to have a third authorized check signer added to the school's checking account.		be placed on the school checking account as the third party signature.		
3.	<u>2018.03</u> <u>Voided Checks</u> <u>Not Properly</u> <u>Administered</u>	The principal 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 manner. Staff should be held accountable for compliance. Outstanding checks should be closely reviewed during the bank reconciliation process to ensure that stale and voided checks are properly recorded.		If a check is voided for any reason the bookkeeper should cut the routing number and the account number off the check. Also, the bookkeeper will make sure that she will void checks after 90 days. A binder or pocket folder will be used to store these items.	February 2018	Partially Implemented
4.	<u>2018.04</u> <u>Fundraiser Forms</u> <u>Not Completed</u>	The principal should develop and document specific procedures for staff members that are organizing and conducting fundraisers. Staff should be required to complete Fundraiser Request and Authorization Forms and obtain the principal's approval for all non-school-wide fundraisers. Staff should also be held accountable for Fundraiser Completion Reports for all fundraising activities. 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 as required by the APM.		Ms. Williams, AP, has been designated as the admin to review and ensure that all process and procedures by club sponsors and the bookkeeper are followed and accurate before the principal receives them. The bookkeeper will make sure all pre-approval forms have been completed in its entirety and signed by the principal before fundraiser items are ordered and disseminated.	March 2018	Partially Implemented
5.						

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	<u>2018.05</u> <u>Inadequate Approvals of Transfers</u>	The principal should ensure that all PY Carryover transfers at William Wirt Middle School are approved in writing by Accounting and Financial Reporting Office and maintain those approvals on file to be made available when requested for review.		The bookkeeper will make sure that money is spent in a timely manner to prevent any PY Carryover. The bookkeeper will also make sure that written approval from the Accounting and Financial Reporting Office, and maintain those approvals on file at WWMS.	March 2018	Partially Implemented
6.	<u>2018.06</u> <u>Lack of Budgeting for Clubs & Organizations</u>	The principal should develop and document procedures for club sponsors to develop and submit annual budgets. The budgeting process should include increased communication between the sponsors, bookkeeper and principal so that club activities can be effectively planned and executed.		Ms. Williams, AP, has been designated as the admin to review and ensure that all process and procedures by club sponsors and the bookkeeper are followed and accurate before the principal receives them. Along with the bookkeeper, a plan with reasonable timelines will be agreed upon and signed by all parties.	April 2018	Not Implemented
7.	<u>2018.07</u> <u>Failure to Maintain a Current Vending Contract</u>	The principal should contact the vendor and obtain a signed contract for the vending machine operations. The contract should stipulate the frequency and percentage of commissions. The contract should also be renewed annually. The principal may also consult with the Purchasing and Supply Services to identify a PGCPs approved vendor	Concur	The bookkeeper has taken immediate steps to have a new vending contract. The contract has been signed and is on file upon request of the auditor or anyone with reviewing authority.	March 2018	Implemented

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