

**Prince George's County Public Schools
Internal Audit Department
School/Office: Catherine T. Reed**

JK 2/13/19

Response Date February 8, 2019

PBC

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2019.01 Reconciliations Not Completed Timely</u>	The principal and recordkeeping staff should develop strategies to ensure that adequate time is allocated to the administration of the SAF, particularly the monthly reporting. The principal should also provide additional oversight to address timeliness of bank reconciliation preparation.	Concur	The Principal will adjust the Bookkeeper's schedule to include five (5) hours of dedicated time, in a secure location, to work on financials weekly. The Principal will meet with the Bookkeeper bi-weekly to review financial reports.	1/2/19	Implemented
2.	<u>2019.02 Remittance Information Missing from Monetary Transmittal Forms</u>	The principal should provide oversight to the MTF process and ensure timely training of the current recordkeeping staff.	Concur	The Bookkeeper will attach copies of MTFs to all remittance information. The Principal will meet with the Bookkeeper bi-weekly to review financial needs. The Bookkeeper will receive follow-up training from the Student Activity Fund Support Specialist. The Principal and Bookkeeper will meet with the current and new Assistant Principal to provide training on the managing the MTF process.	1/2/19	Partially Implemented
3.	<u>2019.03 Inadequate Approvals</u>	The current recordkeeping staff should immediately begin including the amount of available funds on the SFEF prior to providing the form to the principal for pre-approval. The principal should provide oversight to the process.	Concur	The Principal will re-train the Bookkeeper on accurate procedures for pre-approvals and review the requirements with staff. The Bookkeeper will follow up with the Student Activity Fund Support	1/2/19	Implemented

Principal Signature *Nicole Warner*

Date 2/8/19

				Specialist for one-on-one training. The Principal will review all SFEFs monthly with the Bookkeeper in a pre-arranged meeting about financials, prior to the 15 th of the month.		
4.	<u>2019.04 Fundraiser Forms Not Completed</u>	The principal and current recordkeeping staff should ensure that all activities that raise funds for the school or a club are accompanied by fundraiser forms. Further, training should be provided to fundraising sponsors to ensure that Fundraiser Completion Reports are properly completed. At the end of each school year, the principal should use the Fundraiser Completion Reports to prepare an annual fundraising summary as required.	Concur	The Bookkeeper will meet with all Fundraiser Sponsors to retrain staff on the use of the forms. The Principal and Bookkeeper will review Fundraiser forms during each trimester review. The Principal will dedicate time at the end of the year in June, during close out, prepare the annual fundraising form. The Principal and Bookkeeper will gather additional training from the Auditor regarding correct completion of fundraiser forms.	1/2/19	Implemented
5.	<u>2019.05 Failure to Maintain a Current Vending Contract</u>	The recordkeeping staff should contact the vendor and obtain a signed contract for the vending machine operation. The contract should stipulate the frequency and percentage of commissions, and should be renewed annually.	Partially Concur	The one-year vending contract that was in place during the audit was signed in October 2017 from an approved vendor; it was misplaced by recordkeeping staff. A new vendor was established and a 6-month agreement was signed by the Principal and the vendor. The Principal identified 2 new locations where the vending contract will be kept: 1) locked in the Bookkeeper's file cabinet, 2) locked in the school's vault. The Principal will review all contracts in June/July. The current contract was signed on 1/25/19 for a period of 6-months.	1/25/19	Implemented

Principal Signature _____



Date _____

2/8/19