

Prince George's County Public Schools
Internal Audit Department
School/Office: Judith P. Hoyer Montessori

Response Date Tuesday, January 29, 2019

Findings	Recommendations	Concur Non-Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
<p>1. 2019.01 <u>Administration of Monetary Transmittal Forms</u></p>	<p>Principal should immediately familiarize herself with the funds collections requirements in the APM. Coordination with the financial recordkeeping staff should be initiated to develop and document strict internal controls to ensure funds are adequately accounted for and deposited timely consistent with the requirements of the APM. Comprehensive training should be provided to staff on the new procedures. principal should immediately provide the financial recordkeeping staff access to the safe to facilitate timely deposits. principal should assign responsibility for collecting and storing end of year MTF envelopes to a staff member other than the recordkeeping staff.</p>	<p align="center">Concur</p>	<ul style="list-style-type: none"> Principal will develop systems and structures with fund collection requirements in the APM. Principal will ensure that all funds that are collected will be properly processed using the MTF forms. Submissions are to be processed no later than 12:00 PM daily. Recordkeeper will deposit funds daily, no later than 1:00 PM. Principal will ensure that financial recordkeeping staff access to the safe and time during the duty day to submit timely deposits. Staff members collecting funds will be required to complete the assigned MTF 	<p align="center">February 1</p>	<p align="center">Partially Implemented</p>

Principal Signature _____

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			<ul style="list-style-type: none"> forms and submit money to the recordkeeping staff on the day of collection. Pink copy of MTF will be retained by preparers of the form. After approving a MTF, the recordkeeping staff will return yellow copy to preparer. JPHMS staff will be informed of the policies and procedures for collecting funds and submitting MTF's monthly. An identified administrator will be responsible for collecting and storing MTF envelopes from staff annually. 		Partially Implemented
<p>2.</p> <p><u>2019.02</u> <u>Inadequate Approval of Cash Disbursements</u></p>	<p>Principal, in coordination with the financial recordkeeping staff, should develop and document internal controls for ensuring all expenditures are adequately approved and SPEERs are completed properly. Staff training should be conducted, as needed.</p>	Concur	<ul style="list-style-type: none"> Principal will utilize the APM, Section 4.5.3., Cash Disbursements to create a system for requesting and approving expenditures. JPHMS Staff will be trained on the process for requesting funds through the use of the SFEF (School Funds Expenditure Funds). 	February 1	Partially Implemented
<p>3.</p> <p><u>2019.03</u> <u>Fundraiser Forms Not Completed</u></p>	<p>Principal, in coordination with the financial recordkeeping staff, should develop and document internal controls to ensure completion of the required fundraiser forms. The principal should provide effective oversight to the process, to include a review of all forms prior to</p>	Concur	<ul style="list-style-type: none"> Principal will ensure that APM, Section 7.2.3 Fundraising Procedures, will be completed through the use of the Fundraiser 	February 1	Partially Implemented

Principal Signature 

Date January 30, 2019

		completion of a summary of each year's fundraising activities. The principal and staff should reference The APM, Section 7.2.2, Fundraising Procedures to ensure compliance.		Request and Authorization Form. <ul style="list-style-type: none"> Principal will ensure that at the end of the fundraiser, the Fundraiser Completion Report is completed by the sponsor. The Principal will ensure that the annual report summarizing all fundraising activities that were concluded during the academic year. 		
4.	2018.04 Insolvency Report Not Properly Completed	Principal and financial recordkeeping staff should familiarize themselves with the specific requirements for monthly reporting as outlined in the APM. A collaborative review of all open invoices should be performed during the monthly financial reporting process to facilitate completion of the Unpaid Bills Spreadsheet and an accurate determination of the school's solvency.	Concur	<ul style="list-style-type: none"> Principal will ensure that the recordkeeping staff will accurately complete the Insolvency Report according to the APM. Monthly meetings will be scheduled and completed to review all open invoices to determine completion of the Unpaid Bills Spreadsheet and an accurate determination of the school's solvency. 	February 1	Partially Implemented
5.	2018.05 Record Retention	Financial recordkeeping staff has currently instituted a more effective method of managing SAF records. However, the principal should provide effective oversight to ensure that records are properly organized and retained.	Concur	<ul style="list-style-type: none"> Principal will ensure her direct oversight and monitoring of SAF records that should be properly organized and retained (a period of 7 years or until audited, including the fiscal year.) 	February 1	Partially Implemented

Principal Signature

Nancy Sperry White

Date

January 30, 2019

6.	<p><u>2019.06</u> <u>Unapproved</u> <u>Transfers from</u> <u>the Prior Year</u> <u>Carryover</u> <u>Account</u></p>	Principal should provide effective oversight to ensure that all future transfers from PY Carryover are properly reviewed and forwarded to the Accounting and Financial Reporting Office for appropriate approval.	Concur	<ul style="list-style-type: none"> Principal will ensure direct oversight that all future transfers from PY Carryover are properly reviewed and forwarded to the Accounting and Financial Reporting Office for appropriate approval. 	February 1	Partially Implemented
7.	<p><u>2019.07</u> <u>Management</u> <u>Oversight</u></p>	Principal should carefully review the policies and procedures as defined in the Accounting Procedures Manual and develop internal controls to ensure compliance. The Principal should be consistently involved in the daily operations as it relates to the administration of the school's resources. Improvement of the internal control environment should be emphasized by focusing on these five basic principles: <ul style="list-style-type: none"> Clearly Defined Lines of Authority and Responsibility; Segregation of Duties; Maintenance of Adequate Documents and Records; Limited Access to Assets; and Independent Checks on Performance 	Concur	<ul style="list-style-type: none"> Principal will familiarize herself with the policies and procedures as defined in the Accounting Procedures Manual to remain compliant. Principal will monitor the daily operations as it relates to the administration of schools' resources. Principal will ensure that the JPHMS staff has a clear understanding of the 5 basic principles: <ul style="list-style-type: none"> Clearly Defined Lines of Authority and Responsibility Segregation of Duties Maintenance of Adequate Documents and Records Limited Access to Assets Independent Checks on Performance. 	February 1	Partially Implemented

Principal Signature *Nancy Spring White*

Date *January 30, 2019*