

Prince George's County Public Schools
Internal Audit Department Action Plan
School/Office: Thomas Stone ES

Response Date December 16, 2018

Findings	Recommendations	Concur or Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
<p>1. <u>2019.01</u> <u>Mismanagement of Funds Received</u></p>	<p>recordkeeping staff should be diligent in ensuring all funds remitted are deposited timely. principal and recordkeeping staff should re-train school staff on how to properly complete and adequately support MTFs submitted to the bookkeeper. The recordkeeping staff should closely review MTF packages to ensure accuracy and completeness prior to acceptance and approval. Teachers and the recordkeeping staff should be held accountable for compliance. principal must ensure the designated storage area for year-end MTFs is accessible to the administrator collecting year-end MTFs. The recordkeeping staff should not access the year-end MTF envelopes once collected. recordkeeping staff should be diligent in ensuring all changes on MTFs are initiated.</p>	<p>Concur</p>	<p>MTF process was reviewed with staff during Pre-Professional week using the Powerpoint presentation from the 'All Things Principals' meeting. Another training will occur in February 2019 at the staff meeting. Administrator (3rd signer) has a key to area where MTFs are kept.</p>	<p>08/26/2018</p>	<p>Fully implemented</p>
<p>2. <u>2019.02:</u> <u>Mismanagement of Disbursements</u></p>	<p>recordkeeping staff must be diligent in ensuring accurate completion of SAF disbursement documentation. recordkeeping staff must consistently provide the / SFEF for pre and post approval during expenditure</p>	<p>Concur</p>	<p>Principal constructed a monthly checklist of items and uses the tool when meeting with Bookkeeper. Principal trained staff at the beginning of the school year that no</p>	<p>08/26/2018</p>	<p>Fully Implemented</p>

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	<p>processing. The principal must be diligent to ensure approval signatures are dated. recordkeeping staff should consider requesting an extension on the invoice due date in instances where there are delays in approval by the area office or the vendor. The recordkeeping staff must be diligent in ensuring supporting documentation for disbursements accurately reflect invoice terms.</p>		<p>disbursements will be made without pre-approval and use of approved PGCPs Vendors, no exceptions.</p>		
<p>3. <u>2019.03:</u> <u>Financial Reporting</u></p>	<p>principal should contact the Accounting and Financial Reporting Office when extended leave is communicated by the recordkeeping staff. The principal and recordkeeping staff should use the school's online banking option to retrieve bank statements and more promptly initiate the reconciliation process. recordkeeping staff should contact the Accounting and Financial Reporting office to obtain clarity on the accurate completion of the Unpaid Bills Determination Spreadsheet. Accounting and Financial Reporting Office should use the trimester reports review as an opportunity for feedback and to train recordkeeping staff who do not fully understand the reporting requirements. principal and recordkeeping staff should implement an adequate records management system that ensures all financial records are properly organized and accessible upon request.</p>	<p>Concur</p>	<p>Should an extended absence occur, the Principal will communicate the leave. To date, this has not occurred. Online banking password has been reset with the bank with the expectation of the reconciliation process to occur by the 15th of the month each month as scheduled via Google. 2016 request to retrain Bookkeeper and third signer is still pending. 3rd signer is being promoted and Assistant Principal declines serving in that capacity.</p>	<p>January 15, 2019</p>	<p>Partially implemented</p>
<p>4. <u>2019.04:</u> <u>Fundraiser Forms</u></p>	<p>recordkeeping staff should inform the principal when she does not have sufficient time to complete the required documentation for fundraising activities. The principal should re-evaluate the recordkeeping staff's workload to ensure that the required</p>	<p>Concur</p>	<p>Workload has been reevaluated. Since September 2017, the bookkeeper has had established work hours where the bookkeeper may leave the front office and work in the</p>	<p>08/26/2018</p>	<p>Implemented</p>

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		responsibilities relative to fundraiser administration are prioritized.		back office created by the principal in order to increase effectiveness. Sufficient time is and has been available. Principal will use progressive discipline to support efficiency in completing Bookkeeper duties.		
5.	2019.05: Administration of Vending Contracts	Principal should review the APM to become familiar with the requirements of school contracts and specific policies and procedures pertaining to the administration of vending machines. 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.	Concur	The principal is in negotiations with a more reputable vendor.	January 15, 2019	Partially implemented
6.	2019.06: Principal Sponsored Activities Fund Account Deficits	Principal should work towards elimination of the restricted fund account deficits by taking advantage of the allowable percentage of profits from schoolwide fundraiser and vending commission until the deficits are resolved.	Concur	Inherited restricted fund account deficits will continue to be eliminated using the current student's fundraising. Additional deficits have not occurred since July 1, 2016.	Ongoing	Partially implemented
7.	2019.07: Drop Safe Not on Premises/Blank Checks Not Safeguarded	Principal should purchase a drop safe to be installed onsite in accordance with the requirements of the APM. A log should accompany the drop safe to alert the recordkeeping staff of when funds are dropped in the safe. The blank check stock must be maintained in the safe.	Concur	Drop safe has been ordered and delivered and staff have been trained on how to use it at the Pre-Professional Staff meeting on August	September 14, 2018	Implemented

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