

Prince George's County Public Schools  
 Internal Audit Department Action Plan  
School/Office: William Schmidt Outdoor Education Center

Response Date: February 13, 2019

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
<p><b>1.</b>  <u>2019.01</u>  <u>Mismanagement</u>  <u>of Funds</u>  <u>Received</u></p>	<p>The program supervisor should consider increasing the number of bank deposits to twice a week if feasible. The recordkeeping staff should ensure that all changes on MTFs are initiated prior to acceptance.</p>	<p>Concur</p>	<p>The findings of the audit report indicate that the Schmidt Center must make more frequent deposits to eliminate having a significant amount of cash in the safe at any one time. As a result, we plan to:</p> <ol style="list-style-type: none"> <li>1. Increase the number of deposits per week from one to as many as three. This will require that the two administrators at the Schmidt Center assist the secretary/bookkeeper in making the deposits.</li> <li>2. The secretary/ bookkeeper will review with the two administrators the correct procedures for making deposits.</li> <li>3. At our next staff meeting, March 5 at 1pm, the Schmidt Center staff will             <ol style="list-style-type: none"> <li>a. review the new schedule for deposits. This new process should meet this concern.</li> <li>b. Review changes on the</li> </ol> </li> </ol>	<p>3/1/19</p>	<p>Partially implemented</p>

Principal Signature *John Lopez*

Date 2/19/19

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			<p>MTF being initiated prior to acceptance. They will also be asked that they complete their forms in a more legible manner.</p>		
<p>2. <b><u>2019.02:</u></b>  <b><u>Inappropriate Completion of School Funds Expenditure Forms</u></b></p>	<p>The recordkeeping staff should include the account balance from SFO in the funds available field, and the supervisor should ensure the available funds line is appropriately completed prior to approval of the SFEF.</p>	<p>Concur</p>	<p>The secretary/bookkeeper will indicate the current amount in our checking account on the form. She will provide a weekly printout of the available funds report so that the administrator can confirm the funds before approving the School Funds Expenditure Form.</p>	<p>2/19/19</p>	<p>Implemented</p>

Principal Signature 

Date 2/19/19