

**Prince George's County Public Schools
Internal Audit Department
School/Office: Imagine Andrews PBS**

Response Date _____

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2020.01 Disbursement Discrepancies</u>	A. The recordkeeping staff should ensure payments are made by the due date and/or within 30 days of receipt of invoices to ensure prompt payment and to remain in good standing with vendors. B. The recordkeeping staff should ensure that the Reimbursement/Refund Vendor option is used appropriately when issuing checks through SFO. Reimbursement to staff must only be processed using the Reimbursement Vendor option.	Concur	A: Ms. Hall and I will be double checking all due date to ensure that all vendors will be paid on time. B: Reimbursements/refund checks We went over the difference and importance of using the correct option for all future checks.		Both Implemented
2.	<u>2020.02 Administration of Contracts</u>	The principal should establish procedures to ensure that a current yearbook and picture contract is provided to him for approval prior to obligating the school. Sponsors should be held accountable for compliance. Signed contracts must be maintained on file in compliance with BOE policies and procedures.	Concur	After our EOY conference all future contracts of any kind will be reviewed and signed staying within all compliance policies. We have already started implementing this correction with all parties.		Implemented

Principal Signature _____



Date _____

10/8/19