



OFFICE OF INTERNAL AUDIT

Deana Thorps, Director | internal.audit@pgcps.org
14201 School Lane | Upper Marlboro, MD 20772 | 301-780-6887

MEMORANDUM

April 29, 2026

To: Chevonne Hall, Instructional Director
Cluster 12

Darrian Borden-McCarter, Ph.D., Principal
Chesapeake Math and IT Academy South High School

Tiffawny Greene, Principal
Chesapeake Math and IT Academy South Middle School

From: Deana Thorps, CPA, Director
Internal Audit

Re: **Chesapeake Math and IT Academy South Middle and High Schools Financial Audit for the Period October 1, 2023 through December 31, 2025**

An audit of the financial records of **Chesapeake Math and IT Academy South Middle and High Schools (CMIT)** was completed for the period October 1, 2023 through December 31, 2025. The audit indicates that the school's financial records and procedures require improvement to be in accordance with the Accounting Procedures Manual for School Activity Funds (APM) and Prince George's County Board of Education (BOE) policies and procedures. The exceptions noted are included in the attached report.

As principals of the school you are responsible for preparing an action plan by **May 30, 2026**, indicating steps that will be taken to ensure compliance with the APM. Please note that you are required to provide your action plan using the attached Microsoft Word Template and any other correspondence to the Internal Audit Office email address: Internal.Audit@pgcps.org. Please forward the response as a Microsoft Word document. A copy of the response should also be forwarded to Shaquana Mitchell, Business Analyst, email address: Shaquana.Mitchell@pgcps.org; Katrina Greene, Student Activity Fund Support Specialist, email address: Katrina.Greene@pgcps.org; and to Roderick Adams, Administrator, Compliance and Procedures, email address: Roderick.Adams@pgcps.org.

cc: Brandon Jackson, Board Chair
Members, Board of Education
Shawn Joseph, Ed.D., Interim Superintendent
Deann Collins, Ed.D., Chief of Staff
Carletta Marrow, Ed.D., Chief of Schools
Lisa Howell, Chief Financial Officer
Amelia Coleman, Ed.D., Associate Superintendent, Charter Schools
Robin Welsh, Esq., Director of Government Relations, Compliance and Procedures
Roderick Adams, Administrator, Compliance and Ethics
Katrina Greene, School Activity Fund Support Specialist
Cindy Adlien, Executive Director, Board of Education Office
Janice Walters-Semple, CPA, Supervisor Internal Audit
Benjamin Hanks, CIA, Internal Auditor II



**School Activity Fund Report –
Chesapeake Math and IT Academy South
Middle & High Public Charter Schools
*October 1, 2023 – December 31, 2025***

Table of Contents

INTERNAL AUDITOR’S REPORT..... 3

BACKGROUND..... 4

OBJECTIVES 4

SCOPE..... 4

FINDINGS AND RECOMMENDATIONS..... 4

STATUS OF PRIOR AUDIT FINDINGS 7

ACKNOWLEDGEMENT 8

PGCPS Internal Audit Report
School Activity Fund
CMIT South Middle & High Public Charter Schools
For Period Ended December 31, 2025

Internal Auditor's Report

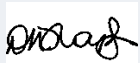
We have examined the School Activity Funds (SAF) of Chesapeake Math and IT Academy South Middle & High Public Charter Schools (CMIT South) for the period October 1, 2023 through December 31, 2025. CMIT South's principals are responsible for the administration of SAF. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and Generally Accepted Government Auditing Standards and, accordingly, included examining, on a test basis, evidence supporting SAF, and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

Our examination disclosed the following three findings:

- *Delinquent Monthly Bank Reconciliation*
- *Mismanagement of Funds Received*
- *Delinquent Vendor Payments*

In our opinion, except for the deviation from the criteria described in the preceding paragraph, the SAF referred to above, was administered in compliance with Prince George's County Board of Education (BOE) policies and procedures and the Accounting Procedures Manual for School Activity Funds (APM), in all material respects, for the period ended December 31, 2025.



Deana Thorps, CPA, Director
Internal Audit

BACKGROUND

Internal Audit completed an audit on the school activity funds (SAF) for Chesapeake Math and IT Academy South Middle & High Public Charter Schools (CMIT South) for the period October 1, 2023, through December 31, 2025. The audit was conducted as part of the department's annual audit plan.

This audit report includes **three** findings that occurred under the leadership of the current principals. A listing of the findings and the personnel responsible is included in the appendix at the end of the audit report. Detailed findings from the current audit are cited on the following pages with accompanying recommendations for corrective action.

OBJECTIVES

The objectives of the audit were to determine the effectiveness of the system of internal controls and to determine whether the school was in compliance with the policies and procedures of the Accounting Procedures Manual for School Activity Funds (APM) and Prince George's County Board of Education (BOE). It is important to recognize that, while the audit report focused on deficiencies, it was intended to be constructive. The audit was not designed and conducted to evaluate the effectiveness of the educational programs in the school. Therefore, the absence of comments related to the educational programs should not be construed to imply that these programs are either adequate or deficient.

SCOPE

The audit was based on our examination of selected bank statements, financial reports, cancelled checks, all voided checks and available Monetary Transmittal Form (MTF) envelopes submitted by staff for the period October 1, 2023, through December 31, 2025. Also, selected receipts, disbursements and supporting documentation were reviewed for the said period. The audit results were based on available documentation.

This is an audit of funds related to students' activities at the school and does not include School Operating Resources (SOR) funds or any funds not derived from students' activities for the audit period.

FINDINGS AND RECOMMENDATIONS

The audit resulted in the following findings and recommendations:

2026.01 Delinquent Monthly Bank Reconciliations

There were at least **five** instances during the audit period where monthly bank reconciliations were prepared by the recordkeeping staff in a timely manner but were not reviewed by the principal timely. The delinquencies ranged from **four** to **33** days.

PGCPS Internal Audit Report
School Activity Fund
CMIT South Middle & High Public Charter Schools
For Period Ended December 31, 2025

According to the APM Section 5.1.2 *Bank Statement Reconciliations Procedures*, the principal is The APM Section 5.1.2 *Monthly Reconciliation and Financial Reporting* states that the bookkeeper is required to complete the monthly bank reconciliation within seven days after receiving the statement from the bank. All financial reports are required to be completed by the 15th of the subsequent month and submitted to the principal for review and approval.

There was previously one principal for both the CMIT South Middle School and High School. A new principal joined the middle school on July 22, 2024. The high school principal reportedly delegated the review of the school's monthly financial reports and reconciliation to the new middle school principal as part of their onboarding and training.

There were four instances where the Middle School principal did not perform the review in a timely manner, reportedly, due to him not receiving the school's bank statements for review.

There was one instance, March 2025, where the monthly bank reconciliation was completed on time but overlooked for review due to the recordkeeping staff's oversight. The March 2025 financial report and reconciliation was completed on April 11, but due to an oversight the principals did not review the report and reconciliation before the school closed for spring break from April 14 through April 21.

Delinquent reporting impacts the timeliness and reliability of financial information used in the fiscal decision-making process. The principal's ability to promptly verify the school's solvency status and identify errors in financial transactions may be impacted.

Recommendations: The principals and recordkeeping staff should implement internal controls to ensure that the monthly financial reporting process is performed in accordance with the schedule requirements included in the APM, that is, the monthly bank reconciliation process must be completed by the 15th day of each month.

2026.02 Mismanagement of Funds Received

There were at least **nine** instances of non-compliance regarding the administration of funds received:

- ***Untimely Deposits:*** There were **six** instances where funds were not deposited in a timely manner. The delinquencies ranged from **one** to **27** days. This includes four deposits from \$415.00 to 1,610.00 that were held for one to two days before deposits were made.
- ***MTF Changes Not Initialed:*** There were **three** instances where staff made changes to an MTF that were not initialed as required.

APM Section 4.5.2.2 (2) *Guidelines for Bank Deposits* requires the recordkeeping staff to deposit all funds received at least every other day. Additionally, funds in excess of \$250 must not be held overnight.

APM 4.5.2.2 (3) *Preparing Bank Deposits* requires the originator of an MTF to make corrections to an MTF, when necessary, and to sign the correction.

PGCPS Internal Audit Report
School Activity Fund
CMIT South Middle & High Public Charter Schools
For Period Ended December 31, 2025

Reportedly, one of the noted untimely deposits was received by the recordkeeping staff when the school had run out of deposit tickets. The recordkeeping staff promptly ordered a new batch of deposit tickets when this was noted and made the deposit at the bank as soon as the deposit tickets were received.

One of the noted delinquent deposits was received and processed by the recordkeeping staff on April 9, 2025, but due to an oversight, the deposit was not delivered to the bank before the school closed for spring break from April 14, 2025, to April 21, 2025. The deposit was delivered to the bank on April 22, 2025 after school reopened.

The remaining delinquencies were for deposits in excess of \$250.00 that were taken to the bank the day after they were received. The school had one front desk position eliminated during the previous school year, resulting in the recordkeeping staff being required to perform front desk responsibilities every other day. Due to these competing priorities, the recordkeeping was unable to make daily deposits as required.

The recordkeeping staff was not familiar with the requirements regarding the documentation of MTF corrections.

Failure to make timely deposits constitutes a compromise of internal controls and increases the risk for loss of funds. Delinquent deposit of funds also impacts the timeliness of processing financial transactions. The integrity of the MTF document is compromised when alterations are not properly recorded.

Recommendations: The recordkeeping staff and principal should implement internal controls to ensure that funds received are deposited in a timely manner as required by the APM. The recordkeeping staff should become familiar with the requirements for making corrections to MTFs and provide guidance to staff members completing the form to ensure that there is compliance with the guidance for preparing deposits. Staff members must be held accountable for compliance.

2026.03 Delinquent Vendor Payments

There were at least **three** instances where vendor payments were not issued in a timely manner. The delinquencies ranged from **four** to **25** days.

APM Section 4.5.3.1 (2) *Inclusion of Supporting Documentation* states that invoices should be paid within 30 days of receipt or by the due date indicated on the invoice.

A contract for transportation services for a field trip that occurred on May 20, 2024, specified that the total balance of the contract was due on May 13, 2024. Some field trip participants had not yet submitted the required payments to the school by this time, and parents requested that the online payment portal be reopened to facilitate these payments. The portal was reopened, and the remaining payments were collected by May 17, 2024, and the payment to the vendor was subsequently issued.

A photo session for basketball players and cheerleaders was scheduled for December 2024. The school was unable to disburse funds while the accounting system was offline for regular maintenance during

PGCPS Internal Audit Report
School Activity Fund
CMIT South Middle & High Public Charter Schools
For Period Ended December 31, 2025

the Fiscal Year (FY) 2025 winter break. The payment was issued on January 28, 2025, after the school had reopened following the winter break.

Transportation services were scheduled for a field trip that occurred on December 15, 2025. The school had yet to collect students' payments associated with the field trip at the time the transportation services were required to be scheduled.

Delinquent disbursements constitutes non-compliance with BOE policies and procedures and increases financial risk to the school and staff. Delinquent payment of invoices may result in the school being unnecessarily assessed late fee charges and prevent the school from having the opportunity to negotiate discounts with vendors.

Recommendations: The principals and recordkeeping staff should create a system to streamline the invoice submission, review and approval process to expedite vendor payments.

STATUS OF PRIOR AUDIT FINDINGS

The previous audit report for CMIT South was issued for the period ended September 30, 2023. The current high school principal and recordkeeping staff were in their positions during that audit; the current middle school principal was not appointed to that position during the previous audit. The following findings were noted as a result of the last audit and the current status is indicated below.

- **Cash Receipts Not Accurately Recorded** – Condition was not noted during this audit.
- **Mismanagement of Disbursements** – Condition was not noted during this audit.
- **Administration of End-of-Year Monetary Transmittal Form Envelopes Collection** – Condition was not noted during this audit.
- **Improvement Needed in Management Oversight** – Condition was not noted during this audit.

ACKNOWLEDGEMENT

We would like to thank the principals and staff of CMIT South Middle & High Public Charter Schools for their cooperation and assistance extended during the audit.



Chesapeake Math and IT Academy South Middle and High Public Charter Schools
School Activity Fund
Findings Timeline
12/31/2025

AUDIT FINDINGS	Dr. Darrian Borden-McCarter High School Principal Entire Audit Period	Lacy Holland-Wallace Secretary II, Recordkeeping Staff Entire Audit Period	Tiffawny Green Middle School Principal 7/22/2024 - Present
<u>2026.01 Delinquent Monthly Bank Reconciliation</u>	X	X	X
<u>2026.02 Mismanagement of Funds Received</u>	X	X	X
<u>2026.03 Delinquent Vendor Payments</u>	X	X	X
Total	3	3	3