

**Prince George's County Public Schools  
Internal Audit Department  
School/Office: Bradbury Heights Elementary School**

**Response Date: April 23, 2018**

	<b>Findings</b>	<b>Recommendations</b>	<b>Concur Non-Concur Partially Concur</b>	<b>Action Plan</b>	<b>Corrective Action Date</b>	<b>Status Implemented Partially Implemented Not Implemented</b>
1.	<b><u>2018.01 Misclassified Transactions</u></b>	Current record keeping staff should ensure that funds are posted accurately for the principal to make informed financial decisions. The principal should review financial reports to monitor accuracy of financial transactions processed.	Concur	<ul style="list-style-type: none"> <li>• The principal's secretary/bookkeeper who started the position in October 2017, has received ongoing training and professional development on financial record keeping. As a result of that training, she has and will continue to accurately post funds in order for the principal to make informed financial decisions.</li> <li>• The principal's secretary/bookkeeper has added a standing meeting time (2nd Friday of each month) to the calendar to meet with the secretary to review and discuss monthly</li> </ul>	3/23/18	Implemented

Principal Signature *Sydney Walker*  
 Date 4/23/18

				financial reports and transactions.		
2.	<b><u>2018.02 Principal Sponsored Activity (PSA) Fund Account Deficit</u></b>	Principal should work towards elimination of this deficit. This can be accomplished by cessation of spending from this account and transferring only authorized vending proceeds and fundraiser profits until the deficit is completely resolved. The principal and financial recordkeeping staff should discontinue the practice of posting staff appreciation expenditures to fund accounts other than PSA.	Concur	<ul style="list-style-type: none"> <li>• BHES has stopped spending from this account.</li> <li>• During the 2018-2019 SY, BHES will implement more fundraisers in order to fund this account with 10% of all fundraising profits.</li> <li>• All future staff appreciation expenditures will be funded only from the PSA account.</li> </ul>	3/23/18	Implemented
3.	<b><u>2018.03 Financial Reporting</u></b>	Principal must implement controls to ensure adherence to the financial reporting requirements. Required reports must be provided to the principal for review by the 15th day following the close of the month. The recordkeeping staff must be held accountable for ensuring that the controls regarding financial reporting are followed.	Concur	<ul style="list-style-type: none"> <li>• The principal has added a standing meeting time (2nd Friday of each month) to the calendar to meet with the principal's secretary/bookkeeper to review and discuss monthly financial reports and transactions.</li> <li>• The principal has added reminders to the calendar to ensure that she and the principal's secretary/bookkeeper have reviewed financial reports and transactions according to the established deadlines.</li> <li>• The principal's secretary/bookkeeper will be held accountable for</li> </ul>	3/23/18	Implemented

Principal Signature *Ryann Walker*  
Date 4/23/18

				ensuring this is done in a timely manner.		
4.	<b><u>2018.04</u></b> <b><u>Delinquent</u></b> <b><u>Payment</u></b> <b><u>of Invoices</u></b>	Principal should establish procedures to ensure that all disbursements are made in accordance with guidelines of APM. The principal must perform periodic review of the open invoice folder and hold the bookkeeper accountable for ensuring that all invoices, including reimbursement requests, are paid within 30 days or by the due date on the invoice.	Concur	<ul style="list-style-type: none"> <li>• Dates to conduct monthly reviews of the open invoice folder have been added to the principal's calendar (2nd Friday of each month)</li> <li>• Principal and bookkeeper will utilize the Monthly Financial Report Checklist (MFRC) as an agenda to drive the conversation of the monthly meetings. To indicate that the review has taken place collaboratively, principal and bookkeeper will sign the MFRC on the same date/time.</li> </ul>	3/23/18	Implemented
5.	<b><u>2018.05</u></b> <b><u>Sales Tax</u></b> <b><u>Not Paid</u></b> <b><u>on Items</u></b> <b><u>Sold and</u></b> <b><u>Reimbursed</u></b> <b><u>for Staff</u></b> <b><u>Purchases</u></b>	Recordkeeping staff should familiarize herself with the applicable sales tax law requirements for items sold as stated in the APM. The principal and bookkeeper should ensure that the delinquent sales tax is posted to the sales tax account for future payment by the Treasury department. Care should be taken when processing future reimbursements to ensure that sales tax is not included. Reimbursement receipts should be properly recalculated to exclude sales taxes when processing payments.	Concur	<ul style="list-style-type: none"> <li>• The principal's secretary/bookkeeper received training on the PGCPs financial apps and is now aware of the sales tax law requirements.</li> <li>• The principal and bookkeeper will work collaboratively to review any reimbursement receipts to ensure that any sales tax is not included in any approved reimbursements.</li> </ul>	3/23/18	Implemented

Principal Signature *Sydney Wacker*  
Date 4/23/18

6.	<b>2018.06 Administration of Voided Checks</b>	Principal should establish procedures to ensure appropriate voiding of checks by removal of the signature line and retention of the physical check. Voided checks should have completed SFEEFs or VCPS signed by the principal and entered into SFO. The principal should complete a periodic review of voided checks to ensure compliance with BOE policies and procedures. The recordkeeping staff must review the APM to become familiar with the policy and procedures established for voiding checks.	Concur	<ul style="list-style-type: none"> <li>● An agenda item has been added to the MFRC to review all voided checks to ensure that they have been voided appropriately according to the PGCPs procedures.</li> <li>● Voided checks will be reviewed monthly.</li> <li>● The bookkeeper has received training on the Accounting Procedures Manual and reviews it frequently in order to be familiar with the policies and procedures established for voiding checks.</li> </ul>	3/23/18	Implemented
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Principal Signature *Ryan Walker*  
Date 4/23/18